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Volume 5, Number 4 *February 24-March 9, 1990*

UCSF Newsbreak

Gladstone Labs Celebrate 10 Years of Heart Disease Research

An all-day scientific symposium on the state of coronary heart disease research, featuring two Nobel Prize winners and several Gladstone scientists, is among the many highlights of the 10th Anniversary Celebration of the Gladstone Foundation Laboratories for Cardiovascular Research held Monday and Tuesday, March 5 and 6.

Held in Cole Hall beginning at 11 a.m., the March 5 symposium will feature Nobel laureates Michael S. Brown and Joseph L. Goldstein, professors of molecular genetics at the University of Texas, who shared the Nobel Prize in 1985 for their work in cholesterol metabolism.

During the morning session (11 a.m. to 1 p.m.), Goldstein will discuss "The LDL Receptor Gene Family." Robert W. Mahley, who directs the Laboratories, will be joined by Gladstone senior scientists Karl H. Weisgraber and John M. Taylor to discuss apolipoprotein E and its role in lipoprotein metabolism. R.J. Havel, director of our CVRI, will chair the morning presentations.

The afternoon session (2 to 4 p.m.), chaired by Mahley, will be led by Nobel laureate Brown, who will discuss "How Genes Control Cholesterol." He will be followed by Gladstone scientists Thomas L. Innerarity, Brian J. McCarthy and Joan E.B. Fox.

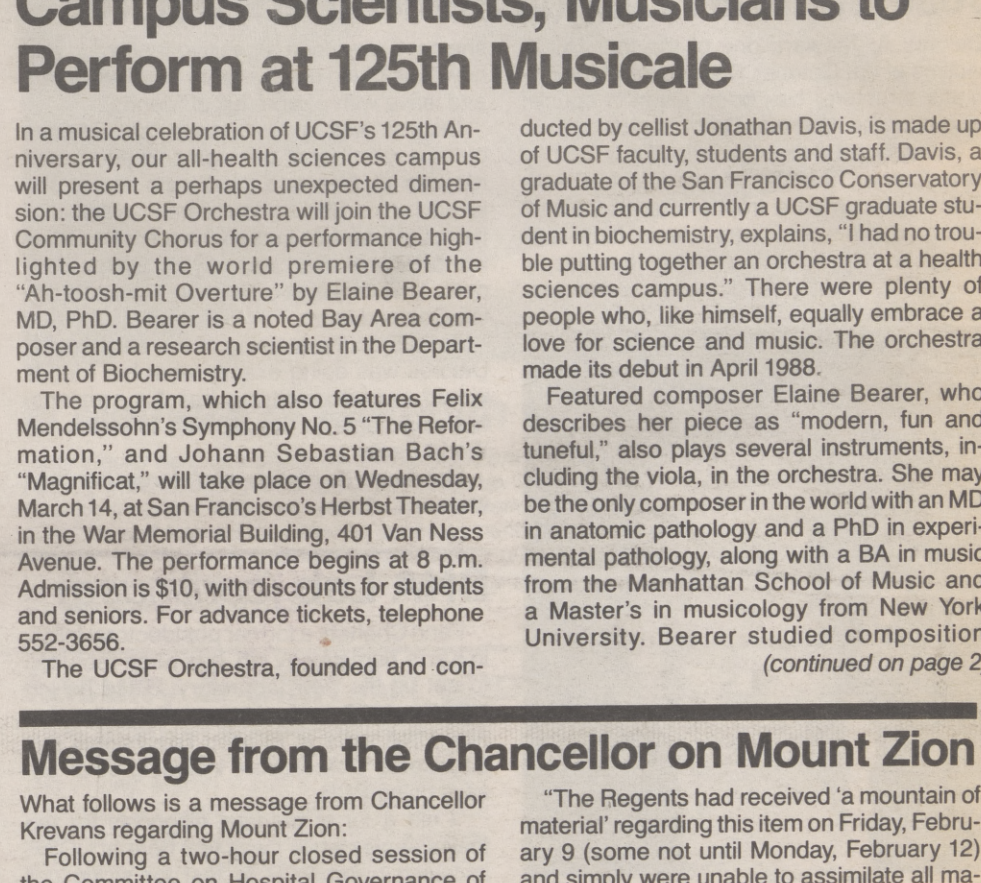
The symposium will be preceded by morning tours for the press and media of the Gladstone Laboratories at SFGH, where free heart assessment and cholesterol tests will be given to members of the San Francisco police and fire departments.

That evening, Mayor Agnos will be the featured speaker at a invitational formal dinner at the de Young Museum.

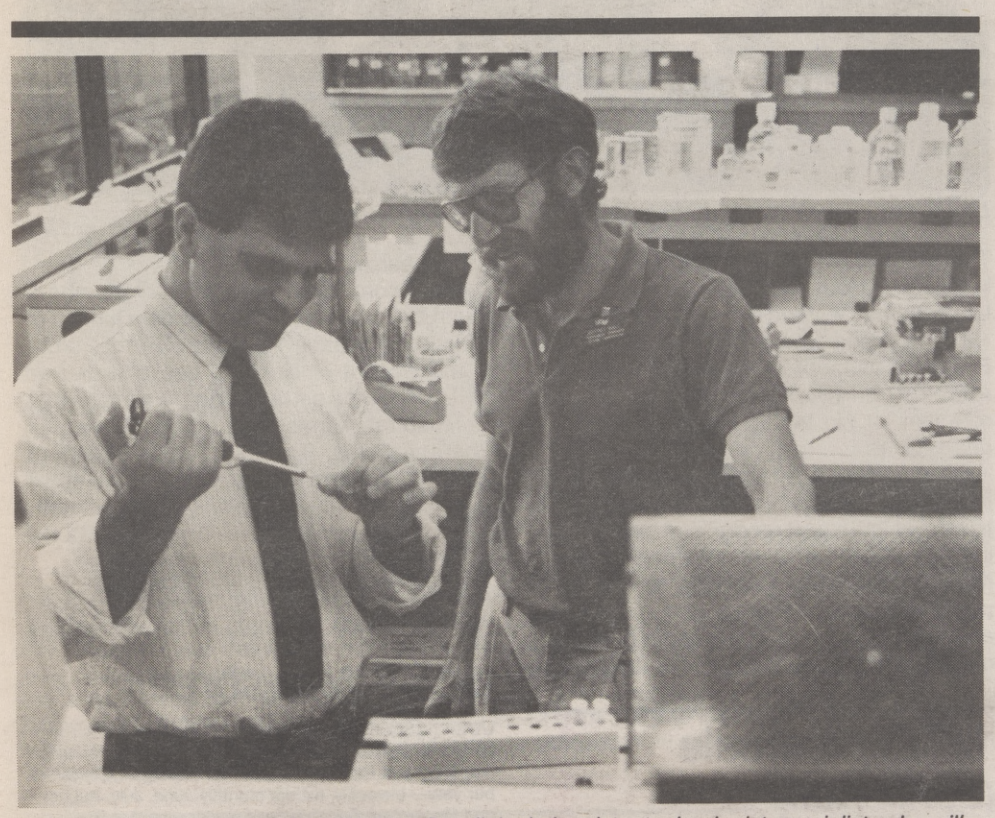
The celebration will continue on Tuesday, March 6, at 11:30 a.m. when Gerd Assmann, director of the Institute for Clinical Chemistry & Medicine, University of Muenster Medical School, West Germany, will discuss "the Effect of Hyperlipidemia & its Treatment on Atherosclerosis" at SFGH Medicine Grand Rounds in Carr Auditorium.

That afternoon, Gladstone alumni from as far away as Sweden, Israel and France will attend a symposium where 10 alumni will report on research they have undertaken since leaving the Laboratories. An alumni dinner will be follow that evening.

The Gladstone Laboratories are recognized as one of the world's leading centers for basic science research in coronary heart disease. The Laboratories made a major contribution to conquering heart disease when researchers isolated several proteins that transport cholesterol through the blood. The Laboratories' ultimate goal is to prevent atherosclerosis.



Scientist/musician Elaine Bearer also is the composer of a featured piece on March 14.



Farid Chehab (left) with Jeffrey Wall, senior clinical chemistry technologist specialist, who will help develop new technologies and perform various clinical tests.

Campus Scientists, Musicians to Perform at 125th Musicale

In a musical celebration of UCSF's 125th Anniversary, our all-health sciences campus will present a perhaps unexpected dimension: the UCSF Orchestra will join the UCSF Community Chorus for a performance highlighted by the world premiere of the "Ah-toosh-mit Overture" by Elaine Bearer, MD, PhD. Bearer is a noted Bay Area composer and a research scientist in the Department of Biochemistry.

The program, which also features Felix Mendelssohn's Symphony No. 5 "The Reformation," and Johann Sebastian Bach's "Magnificat," will take place on Wednesday, March 14, at San Francisco's Herbst Theater, in the War Memorial Building, 401 Van Ness Avenue. The performance begins at 8 p.m. Admission is $10, with discounts for students and seniors. For advance tickets, telephone 552-3656.

The UCSF Orchestra, founded and conducted by cellist Jonathan Davis, is made up of UCSF faculty, students and staff. Davis, a graduate of the San Francisco Conservatory of Music and currently a UCSF graduate student in biochemistry, explains, "I had no trouble putting together an orchestra at a health sciences campus." There were plenty of people who, like himself, equally embrace a love for science and music. The orchestra made its debut in April 1988.

Featured composer Elaine Bearer, who describes her piece as "modern, fun and tuneful," also plays several instruments, including the viola, in the orchestra. She may be the only composer in the world with an MD in anatomic pathology and a PhD in experimental pathology, along with a BA in music from the Manhattan School of Music and a Master's in musicology from New York University. Bearer studied composition

(continued on page 2)

UCSF to Open New DNA Diagnostic Lab

The Department of Laboratory Medicine is setting up a new laboratory to perform a range of new diagnostic tests based on the analysis of DNA. It will be one of the first in Northern California and one of just a few presently set up across the country. Heading the lab will be Yuet W. Kan, professor of laboratory medicine and the Louis K. Diamond Professor of Hematology.

Kan, who pioneered the field of DNA diagnosis 14 years ago with gene probe tests for human diseases, says the new lab will be able to diagnose not only genetic diseases—a service presently offered by Ob-Gyn's Birth Defects Center—but also cancer, infectious illnesses, and the like.

The clinical lab, formally called the Division of Molecular Medicine and Diagnostics, soon will perform DNA tests for a variety of genetic diseases, according to Kan. Tests are increasingly available for such diseases as sickle cell anemia, thalassemia, cystic fibrosis and Duchenne muscular dystrophy.

Tedious procedures such as the Southern blot, which is used to identify gene mutations, would be greatly simplified if the process could be automated. New genetic techniques such as PCR (polymerase chain reaction) allow exquisitely sensitive detection of genetic defects and infectious organisms, but still need to be adapted for routine use in clinical laboratories, explains Kan.

Kan hopes the innovative lab will become a resource for physicians throughout Northern California.

(continued on page 2)

Message from the Chancellor on Mount Zion

What follows is a message from Chancellor Krevans regarding Mount Zion:

Following a two-hour closed session of the Committee on Hospital Governance of the Board of Regents [on February 15], President Gardner made the following announcement:

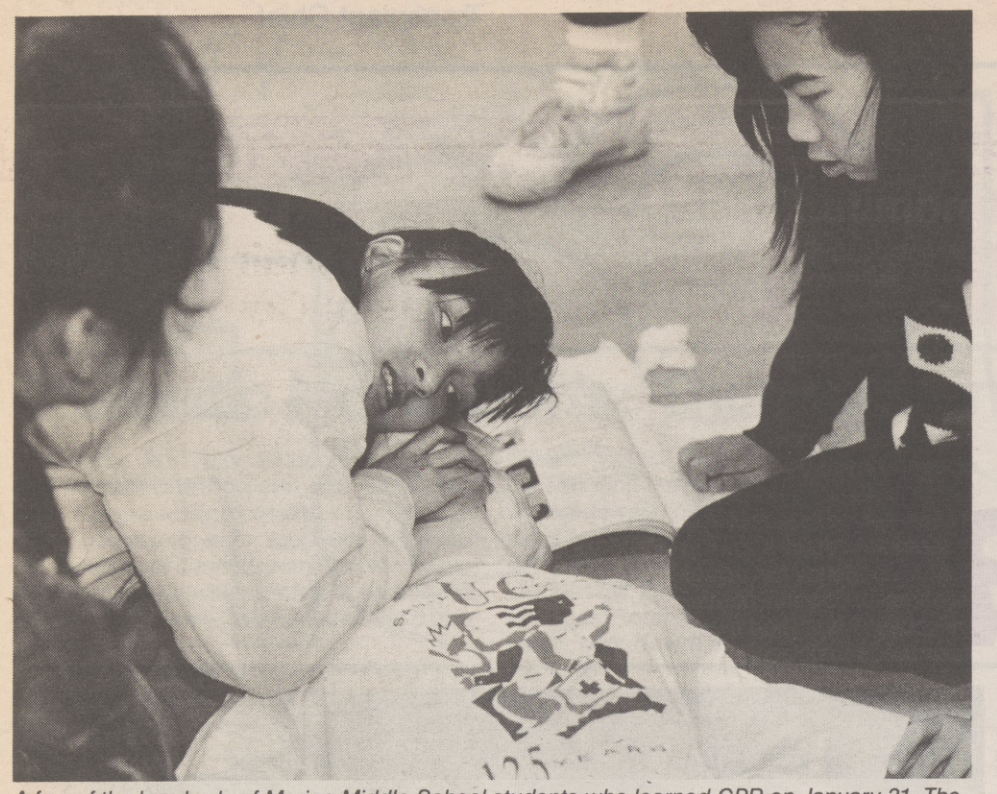
"It is the consensus of the UC Board of Regents that the items with respect to the integration between the Regents and Mount Zion Hospital and Medical Center be deferred until such time as the Regents can give further consideration to the issues in what is an extraordinarily complicated transaction.

"The Regents had received 'a mountain of material' regarding this item on Friday, February 9 (some not until Monday, February 12) and simply were unable to assimilate all materials in a timely fashion."

The President has been asked, in consultation with the Chairman of the Board and the chairs of the Committees of Hospital Governance, Finance, Grounds and Buildings and Educational Policy to expedite further discussions with Mount Zion.

I am confident that this will be resolved quickly.

Keeping Up with Our Science and Health Education Partnership



A few of the hundreds of Marina Middle School students who learned CPR on January 31. The course was Red Cross approved, and the students received certificates showing that they are trained in CPR and first-aid techniques.

At the SEP February 8 reception an impromptu ceremony took place. Second-year UCSF medical students Ted Chan (second from right) and Sharad Jain (far right) were presented Marina Middle School Cups by teacher Yvonne Chang (second from left) for their diligence in helping to teach her sixth-grade science classes. With the honorees is SEP's Joanne Miller (far left).

It's been a little tough keeping up with *all* the events sponsored by our Science and Health Education Partnership (SEP) program. As one of the gifts to the people of San Francisco from UCSF to celebrate our 125th Anniversary, SEP continues to host events on- and off-campus for faculty and students in the city's high schools and middle schools.

On February 15, UCSF Nobel laureate Harold Varmus talked to 50 high school and middle school teachers about oncogenes. That same day 150 high school students came to campus to be part of a two-way satellite broadcast of a "Voyage Discover" lecture on the use of science to preserve and restore art.

In late January, 300 eighth graders at the Marina Middle School learned CPR at a hands-on, two-day training session. The course was conducted by San Francisco paramedics and UCSF staff. SEP hopes to train all eighth graders in the public schools over the next three years.

Meanwhile, the third annual Science and Health Lesson Plan Contest got off to a great start on February 8, as hundreds of UCSF health professionals and scientists met with local high school and middle school teachers to discuss this year's plans.

Han Suyin is Rowell Lecturer Mar. 8

Han Suyin, a world-recognized lecturer and an expert on Chinese society, will deliver the ninth annual Milo E. Rowell Memorial Lecture on Thursday, March 8, at Tornino's, 5080 N. Blackstone, Fresno. She will discuss "The History of Medicine in China." No-host cocktails begin at 6:30 p.m., dinner at 7 p.m., followed by the lecture at 8 p.m.

Suyin was born in China in 1917 to a Belgian immigrant mother and a Chinese railway engineer. After graduating with top honors from Belgium's Brussels University, she returned to China after Japan's invasion and married a rising officer in Chiang Kaishek's army. He became a military attache to London, while she was completing her medical studies at the Royal Free Hospital there.

She grew disillusioned with the corruption and cruelty in the Chiang government, and refused to accompany her husband back to China, where he was later killed.

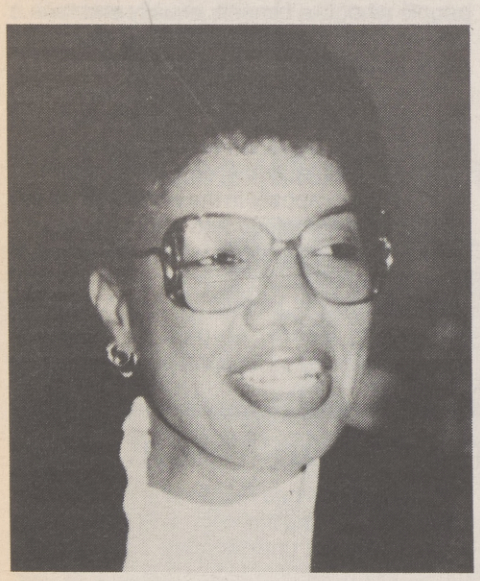
She is the author of *A Many Splendoured Thing*, which later became the popular movie starring William Holden and Jennifer Jones, and has since written numerous books and novels on Chinese life and society. In 1964 she began what has become a five-volume combined autobiography and history of China, from the Communist Revolution to the Cultural Revolution and the death of Chairman Mao.

The Rowell Lecture honors the memory of the late Fresno community leader who helped establish the UCSF/Fresno Central San Joaquin Valley Medical Education Program. Anyone wishing further information on the event (invitational) should call x63882.

Alameda Dart League Remembers Delores

Delores A. Stewart, one of the four UCSF victims of the October 17 collapse of the Cypress structure, has been given a special award by the Alameda Dart League.

As reported in the *Alameda Times-Star* by Win Currier, the Dart League's LaFiesta Team has named a trophy after her. Why? Because she was a "very special lady," and everyone who knew her misses her deeply . . . her lively, enthusiastic nature . . . the way she gave everyone a positive feeling . . . and how "she could enter a room full of strangers and leave with a room full of friends."



Delores Stewart

Delores was a real sports fan. Besides being a member of the women's and mixed leagues of Alameda's LaFiesta team, she loved the A's. She couldn't care less that all of her UCSF friends in the Chancellor's Office where she worked were flying Giants banners. That only made her more committed to the Oakland team.

At 5:05 on the evening of the earthquake, Delores was doing exactly what her friends would expect: wearing her A's earrings, hurrying home in the UC van to watch the World Series.

Her Alameda friends won't forget her. And we won't either.

King of the Van

Lee and two members of his court, Betty Furuta (left) and Sheila Duncan.

There's no doubt about it: Lee Jackson is a king! Well, at least among his vanpool peers. Lee, who has worked in Physical Plant since 1965, has been driving the UCSF-Richmond/El Cerrito vanpool for nearly 10 years now. And all of his 14 passengers wanted to recognize him for his terrific loyalty, service and good nature.

So, one afternoon right before taking to the road, they crowned him, and gave him a certificate which in part recognized him for "driving the van for the convenience of others rather than himself, tolerating all manner of passenger, both pleasant and disgruntled, and expertly driving the van under conditions of rain, fog, gloom of night, one fallen tree, and an earthquake."

At the coronation were vanpool members Gwen Chilton of the Library, Sheila Duncan of Infectious Disease Research, Betty Furuta of the School of Nursing, Leslie Gutierrez of LPPI, Rose Jackson (Lee's wife) of Hospital Admissions, Linda Lopez of Pharmacy, Ma. Theresa Redila-Flores of Ob/Gyn, Sandra Rhodes of ACC, Terrell Wilson of Hospital Building Management, Phyllis Woods of Radiology, and Gloria Yoshida of School of Dentistry.

DNA Lab *(continued)*

Farid Chehab, a former postdoctoral fellow in Kan's hematology lab, has been recruited to set up the new laboratory. Since he left UCSF in 1987, he had been helping develop new DNA tests at Applied Biosystems Inc. and Cetus Corporation, including color assays using PCR.

"I did a lot of prenatal diagnosis for the thalassemias while I was first here at UCSF, including using PCR to test for sickle cell anemia and thalassemia," says Chehab. "That's when I got interested in diagnostics." Chehab says that our campus is one of the first anywhere to use PCR for such tests.

Kan and Chehab will have the advice of faculty members from several departments, including Jeff Edman and Ted Kurtz of Laboratory Medicine, Ben Yen and Brian Herndier of Pathology, David Cox of Psychiatry and Daniel Santi of Pharmaceutical Chemistry.

Kan and Chehab hope the new lab, to be located within Long Hospital's clinical laboratories, will be operating within a few months.

125th Musicale *(continued)*

with Virgil Thomson and Forrest Stanley at Carnegie-Mellon and with Nadia Boulanger at the Paris Conservatory of Music. Her works can be heard on the CRS compact disc label.

The UCSF Community Chorus is directed by Adrian Horn, a Columbia University doctoral candidate who specializes in community choral groups. The members of the UCSF Community Chorus are from both UCSF and the community-at-large. The chorus is administered by the San Francisco Choral Society, the Chamber Chorus and the Women's Chorus of San Francisco.

Come celebrate UCSF's 125th with a musical extravaganza unlike any you've ever seen before! Again, tickets are available for $10 each by calling 552-3656 or at the door. See you on the 14th!

UCSF *Newsbreak*

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Deadline for the next issue, which will cover March 10-23, 1990, will be on Tuesday, February 27, at 11 a.m. Please send campus news copy to Allen Balderson, Medical Center news to Dawn Finch, and calendar and gazette items to Michele Firpo, all at Box 0462. Last-minute copy can be taken over the telephone by calling x61541 or x62557.

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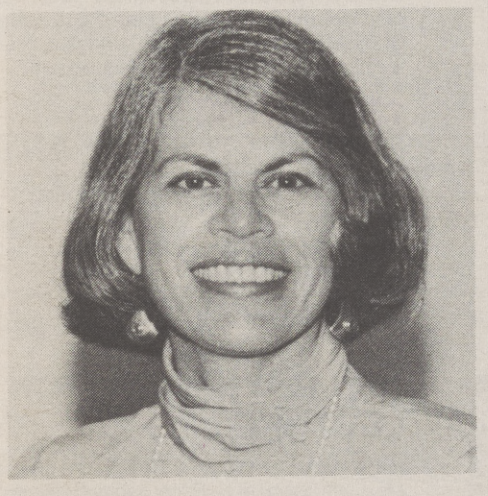
Gazette

Honors & Awards

David Powers

Gretchen Gooding, chief, radiology, VAMC; professor & vice chair, radiology: Elected president of the San Francisco Radiological Society.

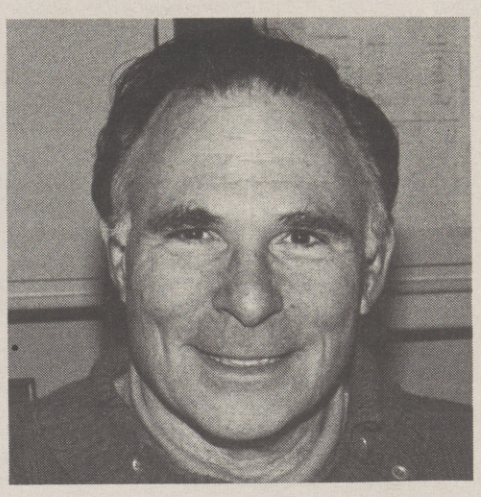


Constance Wofsy, associate clinical professor, medicine; assistant chair, Division of Infectious Diseases, SFGH; co-director, AIDS Activities Division: To receive a Leadership Award from the San Francisco AIDS Foundation at a dinner March 22; elected to serve a two-year term on the executive board of the County Community Consortium of Bay Area HIV Health Care Providers.

Sirlin Photographers

Jane S. Norbeck, professor & dean, School of Nursing: Selected by the International Council of Nursing as the sole representative from the US to attend a special meeting in Geneva in April to discuss worldwide research agendas and research training.

Richard C. Brown, clinical professor, pediatrics; acting medical director, Children's Health Center, SFGH: Elected president of the Society for Adolescent Medicine, an international, interdisciplinary society dedicated to adolescent research, education and advocacy.

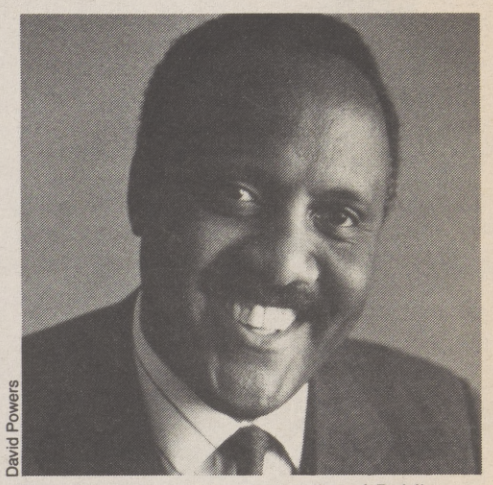


Paul Ekman, professor, psychology, LPPI & Human Interaction Lab: One of 15 UC faculty selected to participate in the faculty exchange program between UC and Leningrad State University during 1990.

Girish N. Vyas, professor, laboratory medicine; director, Transfusion Research Program: Invited by the Viral Hepatitis Research Foundation of Japan to be part of an exchange research program, March 21-31. He will deliver the keynote address at the International Workshop on Epidemiology & Control of AIDS in Tokyo, deliver a special guest lecture to the Japanese Gastroenterology Society, and present seminars at the Japanese Red Cross Control Blood Center and to several research laboratories in Japan.

Robert G. Miller, clinical professor, neurology: Elected president of the San Francisco Neurological Society; received $200,000 from the Muscular Dystrophy Association to study myoblast transfer therapy as treatment for Duchenne muscular dystrophy and $212,000 from the Multiple Sclerosis Society for a three-year study of fatigue in patients with multiple sclerosis.

Gwyn Chair of Coastal Commission



David Powers

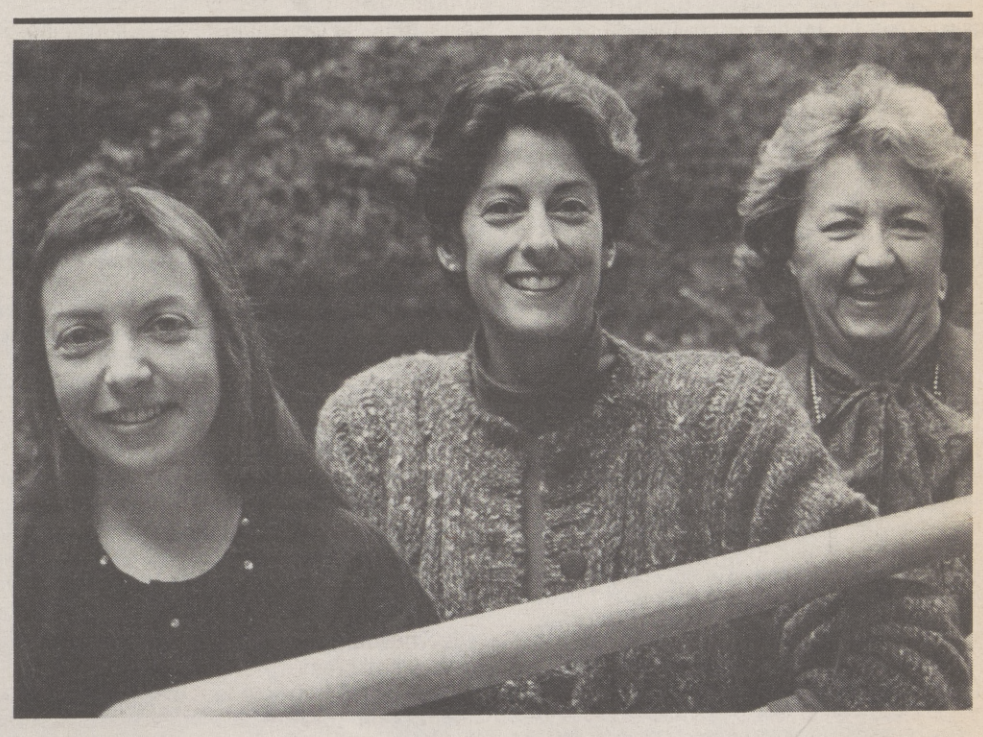
Tom Gwyn, assistant chancellor of Public Service Programs, has been elected chair of the California Coastal Commission following his appointment by Speaker of the Assembly Willie Brown to a two-year post on the commission. Gwyn is the second black to serve on the commission, and the first to be elected chairman. The commission regulates development near the 1,100-mile California coastline and oversees offshore oil operations in state waters.

In Memoriam

Ralph D. Clark, associate clinical professor, medicine. A member of the UCSF community for nearly 20 years, Clark interned at St. Luke's in New York and Pacific Presbyterian Medical Center in San Francisco, where he had a private cardiology practice until his death. He was a visiting professor in Japan and Chile, a member of many medical and scientific societies and a fellow of the American College of Physicians.

Giacomini, Lewis Head Status of Women

Kathleen Giacomini (right), associate professor, pharmacy & pharmacology and Joanne Lewis (left), assistant vice chancellor, business & fiscal services, have been chosen as chair and vice chair, respectively, of the Chancellor's Advisory Committee on the Status of Women. The group examines the issues regarding the status of women on this campus and analyzes existing policies, procedures and programs that affect those issues. It also serves as a coordinating body for groups or individuals that will continue to afford women equal and fair access to campus programs and activities.



In Memory of Meredith Murphy

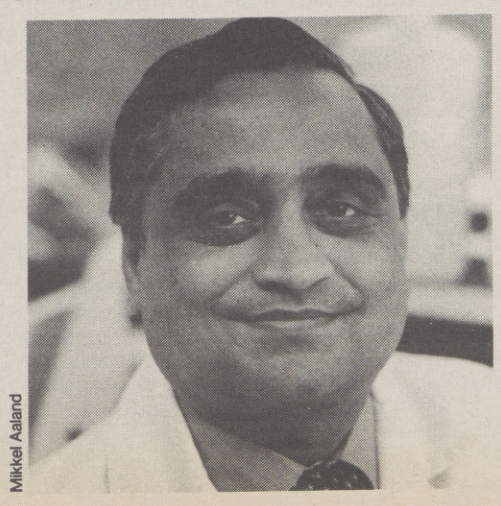
Patty Wester (left) and Diana Carlisle (center) are both working on Master's in oncology nursing with support from a special scholarship. It was established by the parents of Meredith Murphy, a Central Valley woman who died of cancer. When the parents checked the local hospitals and learned the need for oncology nurse specialists, they set up the Meredith Murphy scholarship for nurses doing oncology graduate work. Pat Larson (right), assistant professor in the School of Nursing's oncology graduate program, coordinates the Meredith Murphy scholarship at UCSF.

Pokar Kabra Dies in Plane Crash in India

Pokar Kabra, associate professor, laboratory medicine, was killed when an Indian Airlines plane crashed in Bangalore, India, on February 14. His wife, Usha, also was killed.

Kabra came to UCSF in 1973 as a postdoctoral fellow in the Brain Tumor Research Center. He was a pioneer in the application of high performance liquid chromatography, an analytical technique used in clinical diagnosis of a wide variety of diseases.

Kabra devised many of the early methods which now are used throughout the world, and numerous industrial concerns developed instruments and methods based on his ideas. More recently, he shifted his talents to molecular diagnostics, making major contributions to the monitoring of toxicology and drug levels.



Mikkel Aaland

Faculty & Staff Art Show Mar. 1, 2

A special two-day show featuring artwork by UCSF employees will be held on Thursday and Friday, March 1 and 2, in the Millberry Conference Center. Held as part of campus staff recognition during our 125th Anniversary celebration, the show will feature works by some 40 campus employees, from professors to custodial workers, nurses to administrators. It is sponsored by UCSF Arts & Lectures.

The show will begin with a reception on Thursday from 4 to 6 p.m. Jazz musicians Patty Weiss and Andam Levy, opera singer Charles Cannady from UCSF Insurance & Risk Management, and the UCSF student acapella choir called "The Vocal Chords" will perform. The works also will be on view from 8 a.m. to 4 p.m. on March 2. Some works will be for sale.

"Watchful" by nurse Beth Katz

Today/Tomorrow

WOMEN'S HISTORY MONTH: NO MORE SMALL CHANGE—ACTIVISM IN THE 1990s

The Women's Resource Center along with the UCSF Women's Week Committee in Observance of International Women's Day & Women's History Month celebrate with the following events. Unless otherwise noted, call x60400 for recorded program information.*

- Tues., Mar. 6: *Weaving the Personal with the Political.* Poet Adrienne Rich reads excerpts from her latest book, *Time's Power: Poems 1985-1988*, & discusses feminism & activism in the 1990s. Toland Hall. Noon-1 p.m.
- Wed., Mar. 7: *The Controversy & Development of Reproductive Sciences: 1889-1989.* Adele Clark, Soc. & Behav. Sci., discusses links to human sexuality, medical quackery & controversial social movements. Part of the Brown Bag Lecture Series. HSW 300. Noon-1 p.m. Call x64394.
- Thurs., Mar. 8 (International Women's Day): *Rhythmisscity for the '90s: A Musical Celebration.* An eight-member, multi-cultural, women's salsa/jazz band presents a free concert. MU Plaza Grill. Noon-1 p.m.
- Fri., Mar. 9: *Women's Lives in El Salvador: The Struggle to Live Under Conditions of Civil War.* Gloria Cañas. Part of the Paths of Healing & Wholeness series. N 721. Noon-1 p.m. Call Marie Lehrer at x63939.
- Tues., Mar. 13: *Saying Yes to Safer Sex: Understanding AIDS & Low-Risk Behaviors.* Marcia Blackman, AIDS Health Project, conducts this workshop exploring personal risks, behavioral changes & sexual variation. Toland Hall. Noon-1 p.m.
- Thurs., Mar. 15: *Working Women, Women Writing: A Poetry Reading.* Nellie Wong, poet activist & author of *Death of Long Steam Lady.* Readings by UCSF women, staff, faculty & students to follow Ms. Wong's presentation. LPPI Aud. Noon-2 p.m.
- Tues., Mar. 20: *No More Pipe Dreams: Mothers Overcoming the Nightmare of Crack Addiction at Mandela House.* Minnie Thomas, founder of Mandela House in Oklnd. & residents of the House. Toland Hall. Noon-1 p.m.

24 Saturday

ANESTHESIA MORBIDITY & MORTALITY CONFERENCE. HSW 301. 8-10 a.m.

ORTHOPEDIC SURGERY GRAND ROUNDS. Shriners Hospital Aud. 8-9 a.m.

SURGERY GRAND ROUNDS: Jan Horn, Surg. Followed by M&M conference. Carr Aud., SFGH. 8:30-11 a.m.

26 Monday

BREAST CANCER SCREENING SCHEDULE

Women can have low-cost mammograms—x-rays to screen for breast cancer—from a mobile van that travels to convenient locations in the Bay Area.

Women need the approval of their physicians to have the mammogram. The procedure takes approximately 20 minutes and costs only $50. To make an appointment call 990-0459 or x62193 between 9 a.m. and 3:30 p.m.

The van will be at the following locations for the next two weeks:

- Feb. 26-Mar. 2: Marina Green, in parking lot near Fort Mason.
- Mar. 5-9: Taraval St., betwen 17th & 18th Aves.

OTOLARYNGOLOGY GRAND ROUNDS: *Contemporary Rhytidoplasty.* Larry D. Schoenrock, Oto. *Childhood Hearing Impairment & Associated Disorders.* Keneth Grundfast, Molec. Otol., Natl. Inst. on Deafness & Other Communication Disorders, NIH. S 214. 8-10 a.m.

VAMC NEURORADIOLOGY ROUNDS. Rm. 2A56. 8:30-9:30 a.m.

VAMC NEUROPATHOLOGY CONFERENCE. Rm. 2A56, VAMC. 9:30-10:30 a.m.

BRAIN TUMOR RESEARCH SEMINAR: Aparajita Sarkar, Neurosurg. HSE 317. Noon.

OVEREATERS ANONYMOUS MEETING: *The "H.O.W." Concept.* A more structured approach to over-eating. Speaker & discussion. N 417. Noon. Call Lia, x64251.*

OVEREATERS ANONYMOUS MEETING: Regular OA discussion meeting. N 717B. Noon.*

DERMATOPHARMACY SEMINAR: *Pharmacokinetics & Patch Testing.* Louise Wildfang, Derm. S 940. 12:10-1 p.m.

CORE CURRICULUM IN HEMATOLOGY: *Prenatal Diagnosis of Hematologic Disorders.* Yuet W. Kan, Lab. Med. *Screening of Newborns for Hemoglobinopathies.* Bertram Lubin, Ped. L 535. 2-3:30 p.m. (See front page article on Kan's new clinical diagnostic lab.)

LABORATORY MEDICINE GRAND ROUNDS: *Platelet Derived Growth Factor Stimulation of Calcium Signaling in Brain Tumor Cells.* Burt Feuerstein, Lab. Med. L 535. 4-4:40 p.m.

TOXICOLOGY SEMINAR: *Mechanisms of Radon Damage.* Rick Jostes, Pacific NW Labs. S 214. 4 p.m.

URORADIOLOGY CONFERENCE: Emil A. Tanagho & Hedvig Hricak, both Uro. M 1415. 5-6 p.m.

27 Tuesday

COMBINED MODALITY BREAST CANCER CONFERENCE. Surg. Clin. Conf. Rm., 6th fl. A. 8 a.m.

ORAL & MAXILLOFACIAL SURGERY GRAND ROUNDS: Resident's Forum. C 701. 8 a.m.

SFGH PEDIATRIC GRAND ROUNDS: *Pediatrician's Guide to Strabismus.* William Good, Oph. Carr Aud., SFGH. 8:30-9:30 a.m.

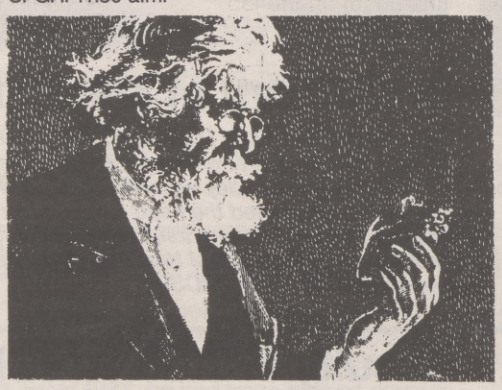
TRANSFUSION RESEARCH FORUM: *Behavioral Issues in Blood Donor Screening.* Margaret Chesney, Center for AIDS Prev. Studies. L 535. 8:30 a.m.

PEDIATRIC NEURORADIOLOGY CONFERENCE. HSE 317. 9 a.m.

OB/GYN GRAND ROUNDS: *Current Trends & Controversies in Obstetrical Anesthesia.* Sol M. Shnider, Anesth. & Ob/Gyn. S 1364. 9-10 a.m.

ANATOMY SEMINAR SERIES: *The Lateral Cervical Nucleus: A Model of Organization for Somatosensory Relay Nuclei.* Jan Westman, Ob/Gyn & Repro. Sci. HSE 1309. 11 a.m.

SFGH MEDICINE GRAND ROUNDS. Carr Aud., SFGH. 11:30 a.m.



CHAUNCEY LEAKE LECTURE

The German Education of American Physicians. Robert G. Frank, Jr., Med. History, UCLA. Sponsored by the Dept. Hist. Hlth. Sci. HSW 302. Noon.*

CURRENT ISSUES IN AGING LECTURE SERIES: *Management of Medication for the Patient with Dementia.* Ron Finley, Clin. Pharm. LPPI Aud. 12:10-1 p.m.

BIOCHEMISTRY/BIOPHYSICS SEMINAR: *Catalytic Antibodies.* Stephen Benkovic, Chem., Penn State. HSW 301. 4 p.m. Student lunch with speaker at noon in HSE 402. Sign up in S 962.

SFGH GI MEDICINE/SURGERY/RADIOLOGY IMAGING CONFERENCE. Rm. 1X58, SFGH. 4-5 p.m.

NEUROLOGY GRAND ROUNDS: *Gait Disorders in the Elderly.* Stephen Sagar, Neuro. S 664. 5-6 p.m.

28 Wednesday

125th EVENT: BLACK HERITAGE MONTH EVENTS

UCSF's celebration of Black Heritage Month comes to an end with the following events on Feb. 28.*

- *Black Vendors Exhibition.* Bay Area business exhibition and sale: art work, cultural & gift items, jewelry, original designs. MU Conf. Ctr. 10:30 a.m.-1:30 p.m.
- *Celebration in Black.* Ethnic food fair & T-shirt sale. Sponsored by Black Student Health Alliance. Saunders Court. 11 a.m.-2 p.m.
- *Black Heritage Reception.* Including a presentation by KGO Radio's Ray Taliaferro: *Crack Epidemic: The Impact on the Black Community from a Socioeconomic Perspective*; informational booths, refreshments, rap/music videos aimed at the young African American. MU Faculty Club. 3-6 p.m.

PLASTIC SURGERY GRAND ROUNDS: D & C Conference. Toland Hall. 7 a.m.

SFGH ORTHOPEDIC SURGERY STAFF CONFERENCE. Rm. 5K8, SFGH. 7:30-9 a.m.

MULTIDISCIPLINARY TUMOR BOARD: M 1296. 7:30 a.m. Call coordinator Barbara Blakely, x61662.

DERMATOLOGY CONFERENCE: *Urticaria Angioedema: Clinical Manifestation, Pathogenesis & Therapeutic Considerations.* Nick Soter, Derm., NYU. HSW 301. 8-9 a.m.

ENDOCRINE GRAND ROUNDS: *Phospholipid Signaling Mechanisms in Hormone Action.* Robert V. Farese, Med., U of S. Fla. M 1486. 8:30 a.m.

OCCUPATIONAL & ENVIRONMENTAL MEDICINE GRAND ROUNDS: *Seating Ergonomics.* David Thompson, Stanford. Santa Clara Valley Med. Ctr. Admin. Conf. Rm. Noon-1:30 p.m.

ANATOMY SEMINAR SERIES: *Genetic Control of Vulval Cell Fates in* C. Elegans. Stuart Kim, Stanford. HSE 1309. Noon.

BROWN BAG LECTURE SERIES: *The Medical-Economic Riddle of Our Time.* Marvin H. Bloom, Orthosurg. HSW 300. Noon-1 p.m. Call x64394.*

PARNASSUS AL-ANON MEETING: For friends & families of alcoholics. C 517. Noon-1 p.m.*

ALCOHOLICS ANONYMOUS MEETING: All are invited. CED, 3rd fl., Rm. 300C. 12:05 p.m.*

PSYCHIATRY GRAND ROUNDS: *Children's Responses to the Challenger Spacecraft Disaster.* Lenore C. Terr, Psychr. LPPI Aud. 1-2 p.m.

HEAD & NECK TUMOR CONFERENCE. A 723. 1 p.m.

PHYSIOLOGY/PHARMACOLOGY/CELL BIOLOGY/ENDOCRINOLOGY SEMINAR: *Membrane Lipid Traffic in Animal Cells.* Richard Pagano, Johns Hopkins. HSW 300. 4 p.m.

CHILD NEUROLOGY CONFERENCE. M 666. 4:30 p.m.

SFGH GI MEDICINE/SURGERY PATIENT CARE CONFERENCE. Rm. 4H2, SFGH. 4:30 p.m.

OPERATIVE UROLOGY CONFERENCE: *Surgical Treatment of Impotence & Priapism.* Tom F. Lue, Uro. M 1415. 5-6 p.m.

PATHOLOGY GRAND ROUNDS: *The Phlegmish Masters: Studies of Airway Secretion.* Walter Finkerbeiner, Path. & CVRI. HSW 508. 5:30-6:30 p.m.

1 Thursday

MEDICINE GRAND ROUNDS: *Exercise Intolerance in Heart Failure.* John R. Wilson, Med., U Penn. Toland Hall. 8 a.m.

SFGH NEUROLOGY/NEUROSURGERY CONFERENCE. 4H2. 8-9 a.m.

PEDIATRICS GRAND ROUNDS: *Neonatal Herpes.* Steve Kohl, Ped., SFGH. S 664. 8:30-9:30 a.m.

MORBIDITY & MORTALITY CONFERENCE. SFGH, Rm. 6D12. 8:30-9:30 a.m.

OPHTHALMOLOGY GRAND ROUNDS: *Anophthalmos & Orbital Growth.* Peter D. Fries, Oph., Letterman Army Med. Ctr. Preceded by case presentations: *Retina.* S 214. 8:30-10 a.m.

RADIATION ONCOLOGY CONCURRENT SESSION

Part of the three-day 10th Annual Current Approaches to Radiation Oncology, Biology & Physics. Seven presentations including the Franz Buschke Lecture: *The Pituitary Adenomas.* Charles B. Wilson, Neurosurg. & Brain Tumor Res. Ctr. Reception to follow. Hotel Nikko, Mason & O'Farrell. 9 a.m.-7:45 p.m. Call x64815.*

SFGH TRAUMA CENTER CONFERENCE. Rm. 4H2, SFGH. 9-10 a.m.

OCCUPATIONAL & ENVIRONMENTAL MEDICINE GRAND ROUNDS: *Vision & Work Productivity.* James Sheedy, Opt., UCB. M 989. 9-10 a.m.

FAMILY & COMMUNITY MEDICINE/PRIMARY CARE LECTURE SERIES: *Low Back Pain & Exam.* Nancy Byl, Phys. Ther. A 455. 10 a.m.-noon.

OPHTHALMIC PLASTIC & RECONSTRUCTIVE SURGERY LECTURE: *Cosmetic Blepharoplasty.* Stuart R. Seiff, Oph. & Oph. Plas. & Recon. Surg. Eye Clinic Conf. Rm. 7th fl. A. 10:30-11:30 a.m.

PEDIATRIC TUMOR BOARD. L 34. 11 a.m.-12:15 p.m.

DROP-IN WRITING CLINIC

Drop-in scientific writing clinic. Individualized help & answers to questions about writing & publishing scientific papers. Sponsored by the UCSF Biomedical Editor's Group. N 717B. Noon. Call x61503 for information.*

MEDICAL ANTHROPOLOGY RESEARCH SEMINAR: *Researching Herpes.* Karen Pliskin, Med. Anth. Laguna Honda School, Rm. 218, 1350-7th Ave. Noon-1 p.m.

ORAL BIOLOGY 220 SEMINAR: *Autoimmune Mechanisms & Pancreatic Beta Cell Destruction.* Steinunn Baekkeskov, Microbio. Immun., Med. & Hormone Res. Inst. S 664. Noon-1 p.m.

125th EVENT: FACULTY & STAFF ART SHOW MARCH 1 & 2

A special tribute to the campus visual artists, including 40 people from various campus departments and locations. Art for sale & entertainment. MU Conf. Ctr. Opening reception, Thurs., Mar. 1. 4-6 p.m. Viewing all day Fri., Mar. 2. Call x62542. (See page 3 for more details.)*

WILLIAM K. HAMILTON LECTURE

Prepare Three Envelopes: The Future of Academic Medicine. Richard S. Ross, Johns Hopkins. Sponsored by Dept. Anesth. Cole Hall. 3:30 p.m.*

NEUROBIOLOGY SEMINAR SERIES: *Specification of Phenotype in the Hematopoietic & Nervous Systems: Analogies & Homologies.* Paul Patterson, D.S., Cal Tech. HSW 300. 4 p.m.

MEDICINE/SURGERY ADULT CARDIAC CATHETERIZATION CONFERENCE. L 1361. 4-6 p.m.

NEURORADIOLOGY GRAND ROUNDS. HSW 303. 4-5 p.m.

ORTHOPEDIC SURGERY STAFF CONFERENCE. A 630. 4-5 p.m.

PRIMARY CARE GRAND ROUNDS. A 455. 4:30 p.m.

RADIOLOGY GRAND ROUNDS: *New Developments in Pediatric Neuro Imaging.* A. James Barkovich, Radio. & Ped. Neuroradio. HSW 301. 5:15-6:15 p.m.

NEUROSURGERY GRAND ROUNDS. HSW 302. 5:15-6:30 p.m.

COLE HALL CINEMA: *Look Who's Talking.* Children under 14 $2; UCSF employees (today only), students, seniors & MU members $2.50; general $3. Cole Hall. 5:45 & 7:45 p.m.*

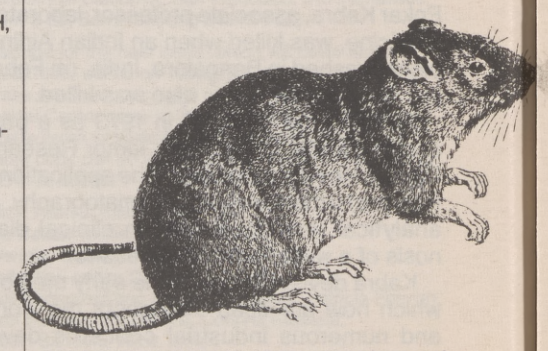
ALCOHOLICS ANONYMOUS MEETING: All are invited. LPPI A 222. 6 p.m.*

2 Friday

CRI HEMATOLOGY/ONCOLOGY GRAND ROUNDS: Journal Club. M 1296. 8 a.m.

CHILD & ADOLESCENT PSYCHIATRY CONFERENCE: *Clinical Assessment & Treatment Issues with Southeast Asian Refugee Children & Families.* Evelyn Lee, Psychr., SFGH. 10:10-11:30 a.m.

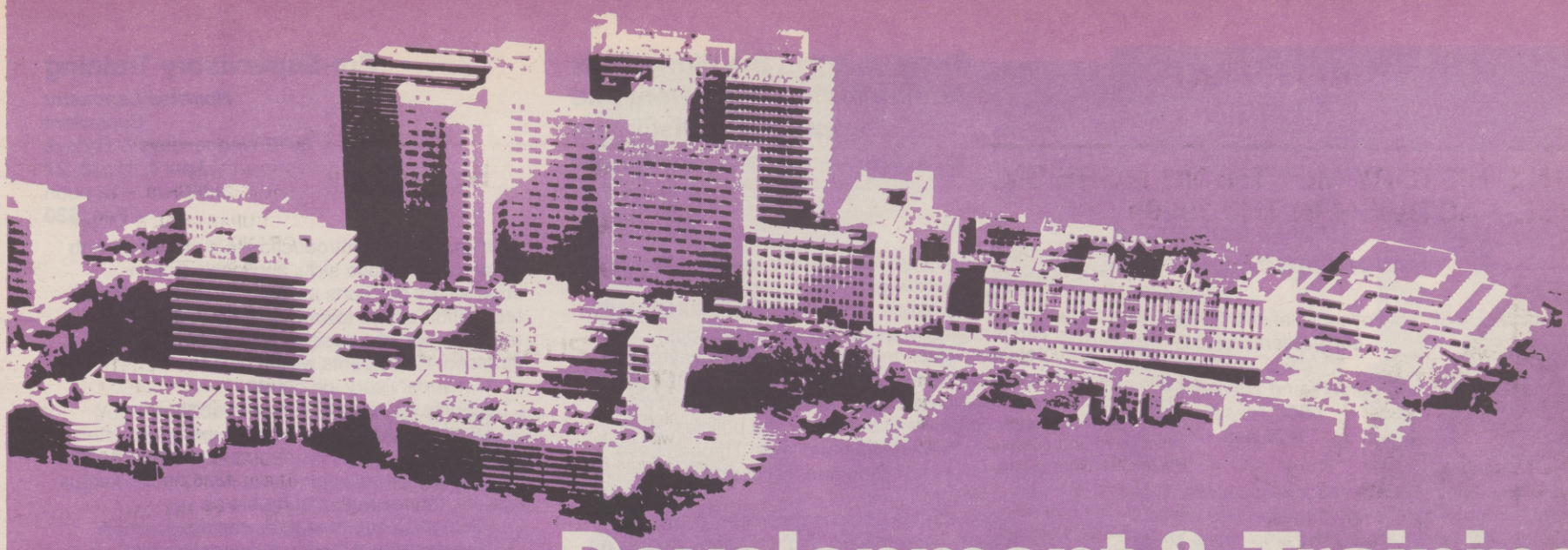
PHARMACEUTICAL CHEMISTRY 221 SEMINAR: *Heparin's Structure & Sequencing.* Robert J. Linhardt, Med. & Natural Products Chem., U Iowa. S 1364. 11 a.m.



REPRODUCTIVE BIOLOGY SEMINAR: *Effect of Cytokines on Endocrine Function in the Rat.* Catherine Rivier, Salk Inst. M 1486. Noon.

PATHS OF HEALING & WHOLENESS SEMINAR: *Abundance & Simplicity.* Leonard Orr. N 721. Noon.*

***Open to the public.**

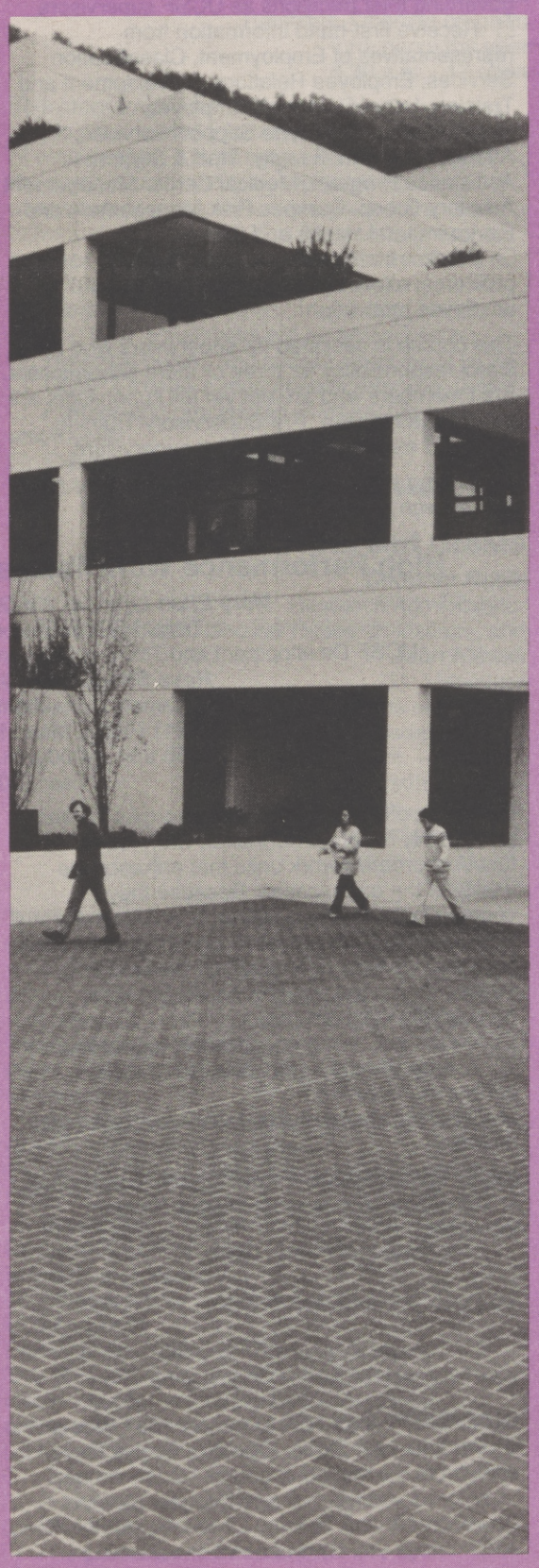


Development & Training Courses for Staff Employees

This insert provides a schedule of the courses available to UCSF employees from April through June, 1990.

Course announcements will appear in *Newsbreak* three times a year.

Please remove and save the insert as your course reference for the next three months.



WHAT IS DEVELOPMENT AND TRAINING?

The Development and Training Division is a service division of the Personnel Department. Its aim is to provide high-quality, low-cost training programs which will increase the effectiveness of employees in their current jobs as well as contribute to their professional development. Since all training programs are designed and evaluated on whether they meet organizational and employee needs, please call us at X64032 with your comments, ideas, and suggestions.

WHO CAN ENROLL IN COURSES?

All UCSF staff employees are eligible to attend the courses described in this insert, no matter which personnel policies or labor contracts govern their conditions of employment. If an employee takes courses during work hours, the only approval required for enrollment is the supervisor's signature. **An enrollment application can be found on the back page of this insert.**

Course fees can be paid either by employees or by their departments. Decisions about on-the-job attendance and fee payment are negotiated between employees and their supervisors. Supervisors are responsible for final decisions.

WHO TEACHES COURSES?

Most instructors are drawn from the UCSF campus. However, because we are a health sciences campus, outside consultants often teach courses in disciplines not represented on this campus. For those courses, we seek experts from other educational institutions, business, and industry.

WHAT COURSES ARE OFFERED?

About 100 courses are offered annually from September through June, covering a wide variety of employee needs and requirements. The basic curriculum includes supervisory and management skills development, organizational policies and procedures, computer, writing and clerical skills training, grants management and accounting processes, health and safety programs, and employee development. This insert advertises upcoming courses from April through June. Look for the next insert in August, 1990.

WHO TAKES COURSES?

About 4,000 UCSF employees a year are seeking to improve their skills and abilities through Development and Training services.

THIS ISSUE

This issue features photographs of just a few of the many people who work behind the scenes to help the Development and Training Division provide these courses for the ongoing education of UCSF staff employees. We applaud and thank them all for their cooperation and assistance.

UCSF

University of California, San Francisco
...A Health Sciences Campus

SUPERVISORY SKILLS

How to Conduct A Performance Evaluation

Julius Katz
Manager, UCSF Employee Relations Division, and
Mary Ellen Lipinski, Ed.D.
Training Coordinator
UCSF Development and Training Division
0008 Tuesday, April 10
8:30 a.m. - 4:30 p.m.
Fee: $10

If you dread doing performance evaluations, you are not alone. Nearly every manager has mixed feelings about evaluations, and employees share similar concerns. Performance evaluations do not have to be difficult or unproductive. They can be mutually satisfying, increase productivity, and improve the performance of the department. As a result of participating in this workshop, you will be able to:

☐ Plan, prepare for, and conduct a performance evaluation
☐ Review and consider suggested approaches for successful performance evaluations
☐ Communicate the acceptable as well as the unacceptable performance of an individual in a positive manner
☐ Gain insight into the process of establishing mutual expectations, standards, and goals

This workshop is intended for supervisors who are currently responsible for conducting performance evaluations.

Continuing education credit will be available for nurses who attend this workshop.

Personnel Policies For Supervisors

Julius Katz
Manager, UCSF Employee Relations Division
0009 Tuesdays, May 1, 8, 15
9:00 a.m. - 12 noon
Fee: $10

Supervisors are responsible for the administration of Staff Personnel Policies (SPP) and the Administrative and Professional Staff Program (A&PS). This course will review the difference between these two policies and how these policies affect your ability to supervise. This three-part workshop will enable you to:

☐ Understand the most often misunderstood SPP and A&PS policies
☐ Administer policies in an equitable and consistent manner
☐ Identify and distinguish between management and employee rights
☐ Practice sound personnel principles

Participants need to bring a copy of the SPP Manual which contains the UCSF local supplements and a copy of the A&PS Policy Manual

Continuing education credit will be available for nurses who attend this workshop.

Supervising in the Workplace: Administering Consistent and Appropriate Discipline

UCSF Labor Relations Department Staff
0057 Wednesday, June 20
8:30 a.m. - 12 noon
Fee: $10

This program will focus on the responsibilities of the supervisor when considering or taking disciplinary action. The presentation will cover the campus guidelines for discipline, including penalties which might be appropriate, investigating and documenting disciplinary cases; employee performance problems and discipline; and the interface between discipline and policies, labor contracts and employment laws. Through case analysis, presentation and discussion, participants will be able to:

☐ Work with the campus guidelines on discipline
☐ Assess what penalty might be appropriate and consistent for each disciplinary case
☐ Conduct an adequate investigation and properly document relevant facts
☐ Understand the relationships among discipline and UC policies, labor contracts and employment laws
☐ Manage employee performance problems using counseling and disciplinary techniques

Preference will be given to HEERA designated supervisors who have attended the Labor Relations Supervisory Series course.

Supervising in the Workplace: Managing Employees With Problems

UCSF Labor Relations Department Staff, and
UCSF Faculty, Staff & Student Assistance Program Staff
0003 Tuesday, April 17
8:30 a.m. - 12 noon
Fee: $10

This program will focus on how to deal with employees whose personal problems may be affecting their on-the-job performance. Personal problems may include chemical dependency, family crisis, divorce, grief, disability, etc. Discussion willl center on recognizing employee problems and on taking appropriate management action while balancing each party's rights and responsibilities. Participants will be introduced to:

☐ An identification of the various types of employee problems
☐ Effective management approaches to the employee
☐ The rights and responsibilities of the supervisor and the employee
☐ Proper application of University policies and labor contracts
☐ Proper documentation
☐ Alternative solutions to use if assistance fails or is refused
☐ How handicapped status may be a factor in decision-making

Preference is given to HEERA designated supervisors with direct responsibility for three or more employees.

QUICKCOPY CENTER Supervisor Jeff Warnock is shown here with Senior Operator Evelyn Geyer. In addition to the myriad of course handouts they copy for us weekly, Jeff and his crew print the Development and Training Division's monthly flyer, which brings you current news of upcoming courses.

Pre-Supervisory Training

Neuritsa Lancaster
Consultant
0010 Wednesdays & Fridays
April 4, 11, 13, 27
9:00 a.m. - 12 noon
Fee: $30

This course is an introduction to supervision with emphasis on those skills applicable to non-supervisory positions as well. The importance of team effort aimed toward common goals and maintenance of a positive work climate will be stressed. Participants will be able to:

☐ List supervisory job duties
☐ Identify necessary skills and abilities
☐ Describe roadblocks which supervisors often encounter
☐ Distinguish between forces working for, versus against, the resolution of problems
☐ Recognize common time wasters
☐ Demonstrate a model of delegation that maintains accountability

Continuing education credit will be available for nurses who attend this workshop.

Supervisor's Training Program

Mary Ellen Lipinski, Ed.D.
Training Coordinator
UCSF Development & Training Division
UCSF Department Representatives and Managers
0006 Thursdays
May 3, 10, 17, 24, 31, June 7
8:30 a.m. - 12 noon
Fee: $30 (includes manual)

The Supervisor's Training Program offers six sessions of skills building in the significant areas of supervisory responsibility. Supervisors who complete this course will be able to:

☐ Identify the essential laws, labor contracts, personnel policies, and University procedures governing their decisions as UCSF supervisors
☐ Receive first-hand information from representatives of Employment, Classification Services, Employee Relations, Development and Training, Labor Relations, Employee Rehabilitation, Employee Support Services, Affirmative Action, Faculty, Staff & Student Assistance Program, Medical Center Management Advisory Group, Campus Risk Management and Environmental Health and Safety
☐ Practice state-of-the-art approaches to solving problems, effective styles of leadership, and employee motivation

This course is designed for supervisors who have direct responsibility for three or more subordinates. Staff members who are not yet full supervisors are encouraged to take "Pre-Supervisory Training," designed especially for aspiring supervisors.

Continuing education credit will be available for nurses who attend this workshop.

High Performance Work Teams

Mary Ellen Lipinski, Ed.D.
Training Coordinator
UCSF Development and Training Division
Reva Shapiro, Ph.D.
Management Consultant
9911 Friday, May 11
9:00 a.m. - 4:00 p.m.
Fee: $30

How do you direct your team's energies toward productivity? High performance work teams are focused, creative work units that enhance the vitality of the organization. Because they communicate clearly, collaborate easily and share responsibility, high performance work teams keep your team members focused on the task and aligned to the organization vision. Seminar participants will learn how to:

☐ Create and reinforce a positive work culture
☐ Incorporate the eight attributes of a high performing work team
☐ Develop an action plan to tap your team's full potential

Highly recommended for managers, supervisors, or individuals who are responsible for team leadership.

You've spoken to us on the phone; now here we are in person: the **DEVELOPMENT AND TRAINING DIVISION** of the Personnel Department (*l. to r.*): Randy Lopez, Assistant Vice Chancellor, Staff Personnel Services; Mary Roberts, Administrative Assistant III; Bill Salem, Program Assistant I; Susan Eveleth, Career Development Specialist; Yi Yin, Data Processing Assistant II; Gayla Tyson, Director, Employee Relations and Development; and Mary Ellen Lipinski, Training Coordinator. Please call on any of us if we can be of help to you.

ORGANIZATIONAL PROCEDURES

New Employee Orientation Program

Susan Eveleth
UCSF Career Development Specialist, and
UCSF Personnel Department and Employee Benefits Staff
Tuesdays, Ongoing program throughout the year
8:30 a.m. - 12 noon

This program serves to welcome new employees and to provide vital information in their first weeks of employment. It is designed as an overview of the campus community and to enhance the orientation new employees are given within their individual departments. This program is presented twice a month. Supervisors should call X61073 to schedule new employees who have not received an orientation notice within three weeks of their starting date. Employees will be introduced to:

☐ Historical origins and current structure of UCSF
☐ UCSF's role as a major health sciences center
☐ Policies and procedures of interest to new employees
☐ Explanation of financial benefits
☐ Special resources for UCSF employees

Contracts and Grants

Deborah Rubie
Research Administrator
UCSF Cardiovascular Research Institute, and
John Klimek
Manager
UCSF Office of Contracts and Grants
0058 Wednesday, April 18
1:00 p.m. - 4:00 p.m.
0059 Thursday, May 17
1:00 p.m. - 4:00 p.m.
0060 Thursday, June 14
1:00 p.m. - 4:00 p.m.
Fee: $10

This course will cover the basics of grant budget preparation, the steps necessary to get a proposal through approving offices to the Office of Research Affairs, and the general descriptions of key terms and concepts relating to extramural proposals. Topics to be covered include:
Part I, Introduction to Contracts, Grants and Fellowships

☐ General descriptions of key terms and concepts relating to extramural proposals
☐ Review of the Contracts and Grants Approval Form
☐ Discussion of issues such as Human and Environmental Protection Committee approvals, indirect costs, space
☐ Procedures for routing the proposal through the UCSF system

Part II, Basic Format of Grant Applications
The PHS 398 grant application kit will be used as a model. Special emphasis will be on budget preparation.

☐ Face Page
☐ Abstract
☐ Budget and Justification
☐ Other Support
☐ Resources and Environment
☐ The Research Plan

Financial Planning and Your UC Benefits

John Beeson, C.F.P.
Director
UCSF Financial Planning and Benefits
0028 Tuesday, May 8
10:00 a.m. - 12 noon
Fee: $10

This workshop addresses the complexities and opportunities of personal financial planning. Discussed will be:

☐ What is financial planning? Why is it important and how do you get started?
☐ Personal cash flow and balance sheet analysis
☐ How to integrate your UC benefits into your financial planning
☐ How to prepare for retirement
☐ How much money is enough?
☐ Insurance—too much or too little?
☐ Tax planning
☐ Estate needs
☐ How to select the best investment plan for your unique needs
☐ Applying the above concepts to your personal situation

General Ledger and Accounting

Jane Powers
Assistant Accounting Officer
UCSF Accounting Office
0018 Tuesday, April 3
8:30 a.m. - 12 noon
Fee: $10

This course offers employees the opportunity to learn about account/fund coding structure, preparation and type of journal entries, how to read the general ledger, and whom to call for accounting information. As a result of attending this course you will gain basic information for:

☐ Preparing journal entries
☐ Understanding the various types of entries in the general ledger
☐ Distinguishing among the four major elements of the general ledger: budget, financial, encumbrances and balances
☐ Learning how to read the general ledger
☐ Determining how and whom to ask for help in the Accounting Office

Vendor Payments

Ron Kos
Assistant Disbursement Manager
UCSF Accounting Office
Travel & Reimbursements
0014 Tuesday, April 24
8:30 a.m. - 12 noon
Fee: $10

Each department in the University is responsible for approving invoices for payment after goods and services have been received, and for advising the Accounting Office if payment is not in order. This course will give you the information you need in order to use effectively the accounts payable vendor payment system. You will learn:

☐ How to pay your bills
☐ What approvals are necessary
☐ When a purchase order is required
☐ How to fill out a check request form
☐ How to determine if a bill has been paid
☐ How to deal with exceptions to normal processing

Cost Transfers

Adrienne Trachtenberg
Senior Administrative Analyst
UCSF Accounting Office
0022 Wednesday, April 4
1:00 p.m. - 4:00 p.m.
Fee: $10

All University financial transactions are subject to audit. One area in which the University is particularly vulnerable is cost transfers. Accordingly, this course is designed to:

☐ Ensure compliance with all federal, state, and local regulations
☐ Put in place clear, concise procedures to be used, thereby reducing the time it takes to prepare cost transfers in the departments and to review them in the Accounting Office
☐ Focus on procedures which will minimize disallowances due to incomplete documentation, poor explanation or improper (not allowable or applicable) cost transfers
☐ Reduce or avoid cost transfers

This course is mandatory for departmental reviewers of cost transfers. Other interested users of UCSF cost transfer systems are also welcome.

Travel Expense Processing

Bob Huckaby
Supervisor, Travel & Reimbursements
UCSF Accounting Office
0025 Wednesday, April 11
1:30 p.m. - 4:30 p.m.
Fee: $10

This workshop is for faculty and staff employees who process travel expenses, entertainment expenses, employee reimbursements, and other check request originated payments (Form 5); and those who need an understanding of the related Policy and Procedures. Participants will learn:

☐ What types of travel expenses will be reimbursed
☐ Documentation requirements
☐ Approval requirements
☐ Definition of entertainment type expenditures
☐ Approval signatures required
☐ Processing procedure
☐ Check request reimbursement process
☐ Documentation requirements

The UCSF Budget Process

Trent Spradling
Director, UCSF Campus Budgets
0020 Wednesday, June 13
9:00 a.m. - 12 noon
Fee: $10

This course is an overview of the University budget process. Emphasis will be placed on understanding the concept of the budget process, how it relates to the campus, schools, hospitals, and departments. Issues discussed in the course are:

☐ General definitions
☐ The history of the University budget process
☐ The state budget process
☐ Its relationship to the campus budget
☐ The permanent budget system
☐ Current events

The course is intended for employees who are new to the University and for those who want to relate their past University experience to the systemwide perspective.

Materiel Management Workshop

Dave Kolsom
Deputy Purchasing Manager
UCSF Materiel Management Department
0016 Fridays, April 6, 20
8:30 a.m. - 12:30 p.m.
Fee: $15 (includes manual)

This workshop discusses various buying practices, procedures, and policies that affect department purchases.

First Day

- ☐ Materiel Management organization
- ☐ What to expect from purchasing
- ☐ How to use various purchase orders (RO, SF, AB)
- ☐ Employee vendors/conflict of interest
- ☐ Source selection
- ☐ Transportation of goods
- ☐ Small Business Program

Second Day

- ☐ Planned purchasing
- ☐ Campus agreements
- ☐ Commodity discussions (relocation/household moves, furniture, radioactive materials, controlled substances)
- ☐ Equipment management
- ☐ How to use Reprographics and Quick Copy
- ☐ Stores Operation (Warehousing, Stores, Surplus and Storage, Chemical Stores, Specialty Stores such as "Bear Necessities")

Payroll Workshop

John Bouchard
Management Services Officer
UCSF Accounting Office, Payroll Division
0027 Wednesday, April 18
9:00 a.m. - 12 noon
Fee: $10

This workshop is offered to familiarize departments with the various payroll functions and services provided. The course is designed to identify and discuss the most common problem areas encountered in payroll processing activities. As a result of attending this workshop, you will be able to:

- ☐ Distinguish between positive/negative time reporting requirements
- ☐ Prepare a complete new hire packet
- ☐ Complete various payroll forms
- ☐ Interpret the Distribution of Payroll Expense Report

DEVELOPMENT & TRAINING COMPUTER CLASSES

Demystifying Computers and Introduction to Operating Systems

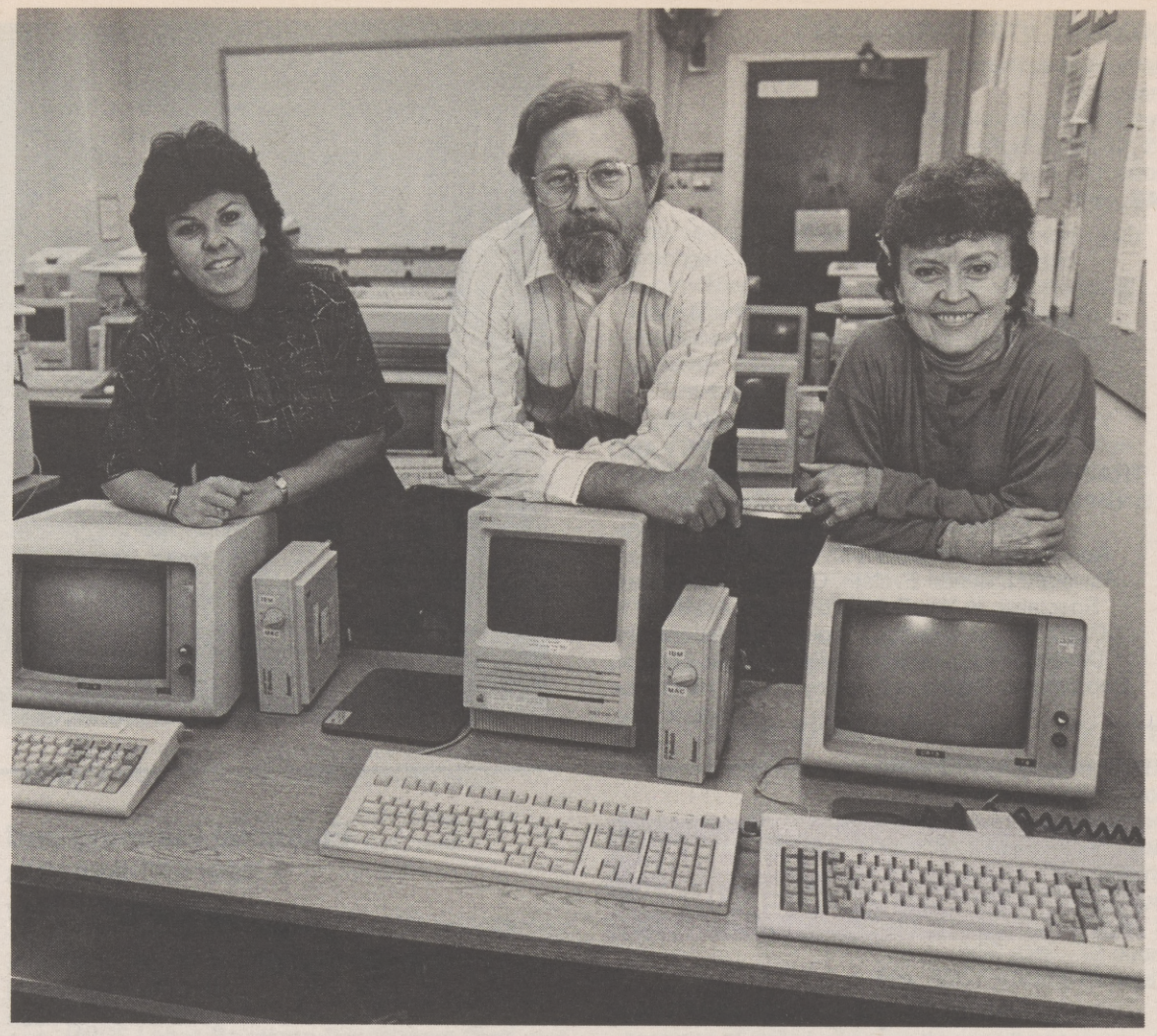
Jennifer Manriquez
Consultant
0030 Wednesday, May 23
9:00 a.m. - 4:30 p.m.
Fee: $50

This is an introductory course for those who know nothing about computers or those who have been using a computer for a specific task but wish to become more self-sufficient.

The course material is especially suited to those students wishing to use or purchase either hardware or software. You will learn:

- ☐ The basic vocabulary of computers so you will understand all the computer buzzwords and jargon
- ☐ An overview of the "big three": word processing, spreadsheets, and database management
- ☐ How to use the operating system (DOS) to keep your information in a tidy and usable fashion

If you have no typing skills, it is recommended that you complete "Typing Instruction Via Computer" before registering for this course. It is also suggested that you follow this course with a course in word processing, so that you can apply what you learned in this course.



INFORMATION TECHNOLOGY SERVICES' COMPUTER FACILITY offers a variety of hands-on computer training courses for the entire campus community. These are advertised in this *Newsbreak* insert. Also, their cooperative efforts allow our use of their teaching facilities. Shown here are (*l. to r.*) Joan Milenkiewicz, Publications Coordinator; Mark Slichter, P-C Coordinator; and Marilyn Clark, Manager, User Services.

Introduction to Database Management

Jennifer Manriquez
Consultant
0032 Friday, June 22
8:30 a.m. - 4:30 p.m.
Fee: $60

This course is designed for students who have never used database management software. The course is generic, so students will be able to work with any brand of software or hardware (including Macintosh).

Database management is a "fancy" term for electronic filing. If you maintain manual files and are constantly updating, sorting, or looking up information in these manual files, you may want to install automated, electronic filing instead. In this course you will learn:

- ☐ How to design the computer-based filing you need, for now and for the future
- ☐ How to do indexing and searching to optimize the performance of your system
- ☐ How to design your system to avoid having to enter the same pieces of information in many separate files

If you have never used a computer, it is recommended that you complete "Demystifying Computers" before registering for this course.

ITS COMPUTER FACILITY CLASSES

To register for Information Technology Services (ITS) computer classes, or for additional information, call X62974. (To register for INFORM training call X69641.) See the ITS Newsletter for complete class descriptions and a list of scheduled classes.

Microcomputer Orientation Clinic

This clinic is for people who plan to use the ITS central systems or the public-use IBM PCs and/or Apple Macintoshes. The clinic includes a brief tour of the user room facilities and a discussion of the fundamentals of using the available hardware and software. We will discuss general principles of concern to all users. For additional information on the Orientation Clinic, phone X65786.

INFORM Training

INFORM provides on-line access to fund summary and payroll/personnel data. The overview session is an introduction to the various features of INFORM. In the follow-up hands-on classes, students learn how to retrieve data; run standard reports; and print, view, save, and download report data. They will also be introduced to basic techniques for writing customized reports. A third session, the FOCUS report writing class, is intended for individuals who have mastered basic report writing through INFORM.

Due to space limitations, pre-enrollment is mandatory for the hands-on classes and the report writing class. Contact Liz Velarde at X69641.

Microcomputer Concepts

An overview of microcomputer concepts, hardware, and software. It is strongly recommended that this class be taken before any other personal computer class. Fee: $30

PC Systems-1

An introduction to the Disk Operating System (DOS) for the IBM PC and compatibles. This class covers the installation of new software, and the elementary DOS commands necessary for using the PC. Fee: $50

PC Systems-2

This class focuses on directory structures and the logic and use of subdirectories. The use of batch files to invoke application programs is also introduced. Fee: $50

PC Systems-3

This class covers in-depth use of batch files. System configuration with the CONFIG.SYS file, and piping and redirection are also explained. Fee: $50

PC Systems-4

Advanced DOS commands and special topics are covered in this class. Backup and restore problems, fixed disk formatting, device drivers for various disk drive types, diagnostics and error messages, and extended/expanded memory are included. Fee: $50

Lotus 1-2-3, Part 1, The Spreadsheet

This class is an excellent review for Lotus users who are not using the program to its full potential. The lecture introduces the spreadsheet's structure, data entry procedures, and essential commands. Extensive guided hands-on practice is provided. Fee: $100

Lotus 1-2-3, Part 2, The Database

Guided exercises provide hands-on practice in using Lotus database features. Familiarity with basic spreadsheet commands is required for this class. Fee: $50

Lotus 1-2-3, Part 3, Advanced Techniques

Advanced functions of 1-2-3 are explained in greater detail. Advanced macros, formulas, functions, worksheet organization, and problems from students are discussed.
Fee: $50

Introduction to Microsoft Word for the IBM PC

This introductory class covers elementary operations: how to start Word, choose commands, and enter, revise, move, select and copy text. In addition, the course covers the use of windows, printing, formatting characters, paragraphs and pages, help, and running headers. This class is appropriate for beginners and for those in the process of selecting word processing software. Fee: $50

Intermediate Microsoft Word for the IBM PC

This class covers intermediate topics: how to search and replace text, use the glossary and style sheets, use the document retrieval facility, set tabs, use columns, sort text, hyphenate, and use the spelling checker and on-line thesaurus. Fee: $50

Advanced Microsoft Word for the IBM PC

This class covers advanced operations: how to print form letters and mailing labels, create and complete pre-constructed forms, enter footnotes, and write and use macros. Fee: $50

Special Topics in Microsoft Word for the IBM PC

This class covers advanced topics: how to use outlines, create a table of contents and an index, use the line drawing facility, use arithmetic operations, and import files from other programs such as Lotus 1-2-3. Additional style sheet topics are also discussed. Fee: $50

Beginning WordPerfect 5.0 for the IBM PC

This class is intended for people who have no word processing experience. Specific commands covered include the use of the function key template and Help, the fundamentals of manipulating files, cursor movement, editing, block commands such as moving and copying, working with format codes (carriage returns, page breaks, underline, bold, center, tab, indent), working with two documents, setting margins and tabs, printing, and an introduction to simple macros. Fee: $100

Intermediate WordPerfect 5.0 for the IBM PC

This class is a continuation of work begun in Beginning WordPerfect. Specific commands covered include setting system defaults (Setup), thesaurus and spell checking, search and replace, date codes, outlines and paragraph numbering, columns, line drawing, and footnotes. Fee: $50

Accelerated WordPerfect 5.0 for the IBM PC

This class is intended for people who are familiar with word processing concepts, but who are new to WordPerfect. The morning session covers the material in *Beginning WordPerfect* in a hands-on class format. The afternoon session covers the material from *Intermediate WordPerfect* in a lecture format. Class time is provided in the afternoon for students to try out one or two commands that are of particular interest to them. Fee: $100

WordPerfect for the IBM PC, Special Topics

Three special topics are covered in this class: printers; merging, sorting and selecting; and macros. Material on printers includes installing new printers, specifying and changing fonts, and working with downloadable fonts. Fee: $50

Basic Macintosh Skills

This class is intended for the beginning Macintosh user. Elementary Finder skills such as pointing, clicking, and dragging are covered, as are methods for selecting, ejecting disks, opening and closing, use of the desk accessories and pulldown menus, keyboard short-cuts, changing from Finder to Multifinder, and the use of the Font/DA Mover. Also covered are the use of Virus RX to detect Macintosh viruses and methods for replacing infected system files and programs. Fee: $50

Introduction to Microsoft Word for the Macintosh

This class is intended for the Macintosh user with limited experience in word processing. Participants are introduced to methods for entering, saving and printing text, use of menus, use of the help system, tab functions, selecting, moving and changing text and formats, and final printing. Fee: $50

Intermediate Microsoft Word for the Macintosh

The Intermediate class is intended for the Macintosh user with more advanced experience in word processing. Participants are introduced to the following: spell-checking, working with headers, footers and footnotes, defining and applying styles, using glossaries, setting up tables and columns, editing in Page View, customizing menus, and, time permitting, other advanced techniques requested by class participants.
Fee: $50

Introduction to CMS, Part 1

This is an introduction to CMS (Conversational Monitor System), an interactive system available on the IBM computer, and covers the following: logging on; file manipulation, the XEDIT editor, and the CP/CMS environment. Fee: $30

Introduction to CMS, Part 2

Topics covered include an expanded discussion of file management, file modes and the printing of CMS files, electronic mail and "conversations," on-line documentation, news, and self-teaching tools. Fee: $30

Introduction to CMS, Part 3

This class covers additional topics in CMS, building on the foundation presented in Parts 1 and 2 above. Topics covered include an overview of the CP spooling facility and its relation to CMS, a brief discussion on exec-writing in REXX, and the use of VMSCHEDULE to perform routine functions.
Fee: $30

Using CMS Electronic Mail

This class covers the use of the local MAIL command to send and receive electronic memos or files to and from userids, either local or on other BITNET nodes. Fee: $30

SAS: Introduction

The topics covered in this class include the DATA and PROC statements, data input and output, getting your data into shape, sorting and merging data, creating, documenting and storing SAS system files, DO loops, IF THEN ELSE statements, SAS formats, and error diagnosis. Fee: $90

Intermediate SAS

This course covers the more difficult aspects of DATA step programming. Topics include recoding and creating variables, merging and splitting files, simple and complex uses of FORMATS, DO and ARRAY statements, and analysis of just how the DATA step works. Fee: $60

SAS: Report Writing

This course focuses on presentation report techniques available using the 3800 and the 2700 printers for SAS data sets. Fee: $60

SAS/GRAPH

This course focuses entirely upon the creation and manipulation of graphs using SAS/GRAPH.
Fee: $40

SPSS-X: Introduction

This class is an introduction to the workings of SPSS-X. It covers how to get your data into SPSS-X, cleaning and documenting your SPSS-X system files, sorting your cases, and using procedures for simple descriptive statistics. Fee: $60

SPSS-X: Advanced Data and File Management

Topics covered in this section include VECTOR processing, DO IF—END IF structures, reading data with the FILE TYPE GROUPED, FILE TYPE MIXED, and RECORD TYPE commands, the DO REPEAT command, and the splitting and merging of files. Fee: $30

EDUCATIONAL MEDIA RESOURCES is represented here by three Projectionists (*l. to r.*): Doug Johnson, Steve Jacobs, and Henry Baker. Joining them at the table in Millberry Union's outdoor cafe is Leslie Garcia, Scheduling Assistant, who is in charge of **ROOM RESERVATIONS**, campus-wide.

Introduction to UNIX and *vi*

This class covers introductory UNIX information: logging in and logging out, a brief discussion of the hierarchical file system, and basic UNIX shell commands. Additional sessions provide an introduction to *vi*, the display-oriented, interactive text editor. Topics include creating files, storing files, accessing the shell, the ex command mode while remaining in *vi*, and making additions, modifications, and deletions to UNIX files.
Fee: $90

UNIX Mail

This class covers the use of the UNIX mail command and includes information on how to send and receive electronic mail between on-campus computers, and between a campus and an off-campus machine. Use of the BITNET, Ethernet, UUCP, and ARPA Internet networks is discussed.
Fee: $30

HEALTH AND SAFETY PROGRAMS

Stress Management

Bruce Flynn, M.S., C.R.C.
Manager
UCSF Employee Rehabilitation Services
0043 Tuesday, May 22
8:30 a.m. - 12 noon
Fee: $10

This introductory seminar offers practical suggestions as to how employees can control the stress they experience in their day-to-day working lives. Stress management skills allow workers to retain the necessary qualities of enthusiasm and spirit while reducing the negative performance effects that result from anxiety, frustration, confusion, and anger. The employee who has learned to manage stress works with a greater sense of confidence in his/her ability to handle problems as they arise.

Continuing education credit will be available for nurses who attend this workshop.

Rape Prevention Education

Deborah Rochelle-Williams, L.C.S.W.
UCSF Coordinator
Rape Prevention Education Program
Dates and times given upon request

Our Rape Prevention Education Program serves the UCSF community, students, staff, faculty, and neighbors (including off-campus facilities), providing education and information related to sexual assault in particular and violence against women and their families generally. The coordinator offers a free 90-minute personal safety workshop on safety awareness, myths and realities about sexual assault, resources and self-defense options. Consultation and in-service training are provided for police, medical workers, emergency care staff, and other professionals and paraprofessionals who might work with people who have been sexually assaulted. A small collection of books and articles on sexual assault and other forms of violence against women, as well as general information regarding the mental well-being of women and their families, is available for reference.

For further information, contact the Rape Prevention Education Program, Women's Resource Center, X65223.

EMPLOYEE DEVELOPMENT

English as a Second Language

Geri van Engers
English as a Second Language Consultant
0046 Tuesdays & Thursdays
April 3 through June 14
12 noon - 1:00 p.m.
Fee: $50

Build confidence in your use of English in a relaxed and supportive setting. This course, which is held twice a week, gives you the opportunity to:
☐ Strengthen your command of English grammar
☐ Learn to express yourself and your ideas comfortably
☐ Learn to recognize and correct errors
☐ Build your knowledge and comprehension of commonly used phrases and expressions

Through a variety of course activities designed for the non-native speaker in a workplace environment, you will be able to practice and improve your skills in:
☐ Oral communication
☐ Pronunciation
☐ Listening comprehension
☐ Reading
☐ Writing

Course activities will include lectures, discussion, in-class assignments, and slide shows. Course materials will be provided by the instructor. Students are encouraged to bring a notepad and their lunch to class.

Career Directions at UCSF

Susan Eveleth
Career Development Specialist
UCSF Personnel Department, and
UCSF Personnel Department Staff
0047 Thursdays, April 12, 19, 26
8:30 a.m. - 12 noon
Fee: $10

Setting realistic career goals, assessing work options within your organization, and taking positive action in your own behalf are difficult steps in the career development process. This three-part course encourages participants to create appropriate career development strategies for themselves at UCSF. You will be able to:
☐ Identify essential elements for individual career assessment
☐ Conduct an analysis of the UCSF organization
☐ Learn about the hiring process, the role of the Personnel Department, and the transfer and promotion procedures
☐ Review important job search skills

Self-Assessment for Career Planning

Susan Eveleth
Career Development Specialist
UCSF Personnel Department
0048 Wednesdays, April 25, May 2, 9, 16
8:30 a.m. - 12 noon
Fee: $15

In this four-part workshop you will have the chance to define and examine your work-related values, skills, and interests, to explore alternative career options, and to determine realistic career goals. The Strong-Campbell Interest Inventory is used to show you which of your interests match with interests of members of various occupational groups. Individual counseling sessions conclude the series. The four sessions are sequential and participants who cannot attend all four sessions will be asked to register for a later series. As a result of this workshop, you will be able to:
☐ Identify your own career values
☐ Assess your interests using the Strong-Campbell Interest Inventory
☐ Identify the functional skills you currently use in your job
☐ Analyze your present job for future career development
☐ Prepare a realistic action plan

UCSF's **PUBLICATIONS DEPARTMENT** helped us initially to design this insert. They now assist us with editing and proofreading, as well as provide the final layout before it goes to press. Some of their very talented staff are (*l. to r.*) Andrew Boettcher, Designer; Trudy Fisher, Artist; Don McClelland, Editor; and C.J. Burleson, Project Assistant.

Telephone Communication Skills Training

Cindy Sonnenberg
Communication Consultant
0050 Tuesday, May 15
1:00 p.m. - 3:00 p.m.
Fee: $10

What kind of image do you project on the telephone? Knowing how to communicate effectively and courteously over the telephone can improve your job performance. This course is designed to help you develop good answering, message taking, and communication techniques. Putting calls on "hold" often can make the caller feel ignored. Techniques on correct "holding" and "transferring" procedures are taught so that no caller ever feels neglected. Also included in the course is how to deal effectively with irate callers, as well as how to improve other telephone communication skills.

Time Management at Work

Neuritsa Lancaster
Consultant
0051 Wednesday, June 6
9:00 a.m. - 4:30 p.m.
Fee: $30

Time is a unique and critical resource. It cannot be turned on and off; it is irretrievable. Therefore, time management is an essential skill for staff at all levels. This one-day workshop offers you an opportunity to assess your use of time and to learn practical techniques for effective time utilization, especially in the work environment. By participating in this workshop, you will be able to:

- ☐ Determine present priorities and long-term objectives
- ☐ Identify high payoff goals
- ☐ Manage conflicting priorities
- ☐ Minimize and deal with interruptions
- ☐ Identify and reduce time wasters
- ☐ Reduce procrastination
- ☐ Say "yes" or "no" more appropriately
- ☐ Delegate responsibility
- ☐ Reduce the crisis management approach to dealing with tasks

Continuing education credit will be available for nurses who attend this workshop.

CLERICAL SKILLS

Basic Grammar for Writing

Barbara Nelson
Writing Consultant
0042 Thursdays, April 19, 26, May 3, 10
1:00 p.m. - 4:00 p.m.
Fee: $20

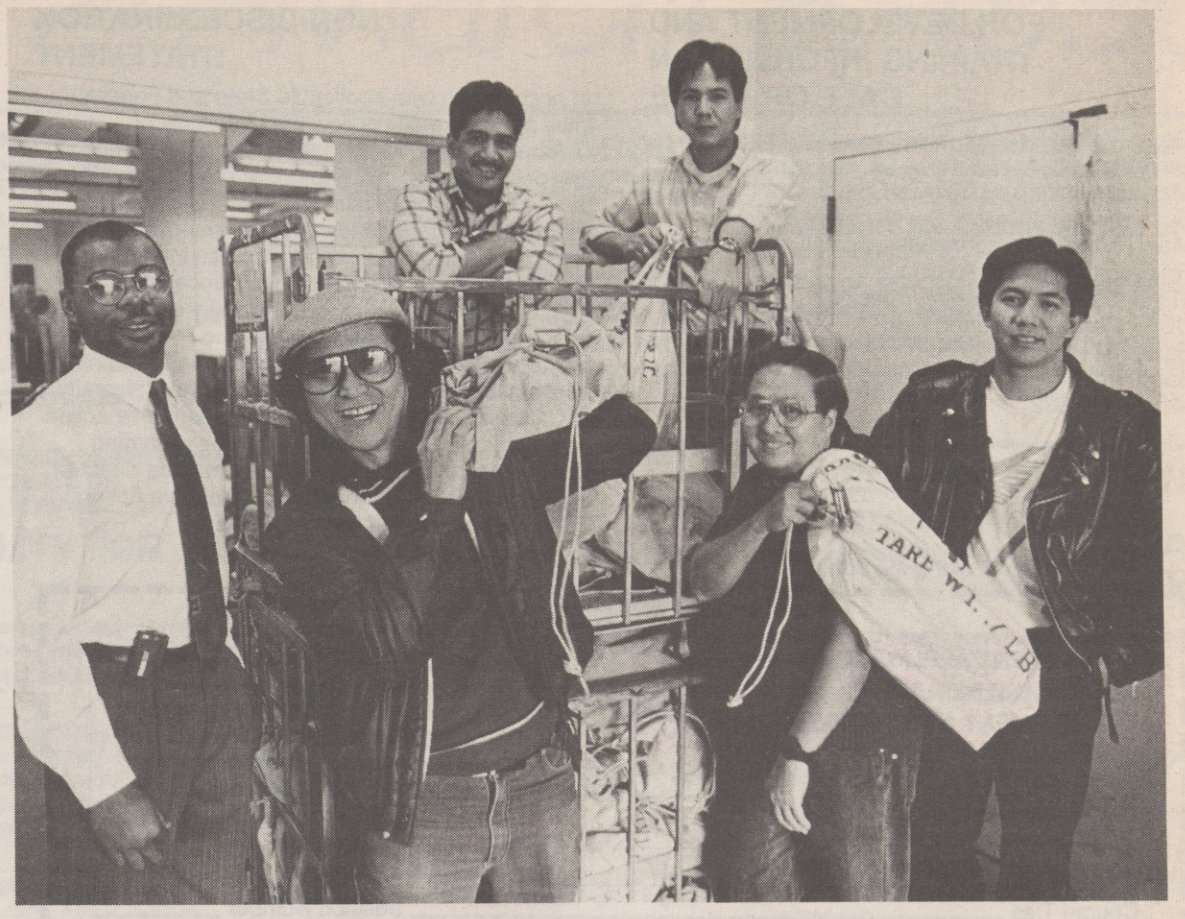
If your job demands writing and you worry about where to put the commas and the semicolons, this four-part workshop is for you. It is not a repeat of high school English (we will not diagram sentences). Instead, we will concentrate on only those elements of grammar that are most useful for effective writing. The goal will be to learn to write correctly and to develop confidence in your ability to do so. You will learn how to:

- ☐ Recognize a good sentence
- ☐ Recognize the basic sentence patterns and use them
- ☐ Spot common grammatical errors and avoid them
- ☐ Punctuate for correctness and clarity

Typing Instruction Via Computer

Ronda Goldstein
Business Communications Consultant
0037 Friday, Monday & Wednesday
June 15, 18, 20
9:00 a.m. - 11:00 a.m.
Fee: $40

This is a typing course designed for students of all levels. Using an IBM-PC and an easy-to-use typing tutorial program, you can learn the keyboard without peeking at the keys, and improve your speed and accuracy. For additional practice, an excellent and inexpensive typing exercise book will be available for purchase at the campus bookstore. Enrollment in this course will be limited to ten, so be sure to register early.



The **MAIL SERVICES DIVISION** is the vital link between you and the information you need concerning courses available to staff employees. Flanked on the left by Mail Service Supervisor Terry Kingdom and on the right by Gerald Corteza, Principal Clerk, are (*l. to r.*) Mail Processors Chris Castillo, Dennis Gallofin, June Soriano, and Roger Arcega.

Survival Skills for the Administrative Assistant

Gail Banish
Course Facilitator, UCSF Library
Representative Speakers from UCSF Departments
0039 Tuesdays June 5, 12, 19
8:30 a.m. - 12 noon
Fee: $25 (includes manual)

This three-part workshop will include instructors from Accounting, Materiel Management, Physical Plant, and the Personnel Department. An overview of procedures and forms related to the subjects listed below will be presented. A comprehensive manual of the most commonly used UCSF forms, and a list of services and resources will be distributed. Subjects covered:

- ☐ Payroll
- ☐ General Ledger
- ☐ Travel
- ☐ Vendor Payments
- ☐ Materiel Management (Purchasing)
- ☐ Personnel Divisions
- ☐ Employment (Recruiting Process)
- ☐ Physical Plant
- ☐ Networking

WRITING SKILLS

Writing and Editing Skills

Barbara Nelson
Writing Consultant
0033 Wednesdays, May 2, 9, 16
1:00 p.m. - 4:00 p.m.
Fee: $20

Like it or not, you are judged by your writing. Whenever you put words on paper, your image and the image of your employer are on the line. This three-part workshop will teach you to write and edit communications that are professional, correct, and effective. You will learn how to:

- ☐ Get directly to the point
- ☐ Organize material
- ☐ Construct clear sentences
- ☐ Recognize and correct common errors in grammar and punctuation
- ☐ Omit unnecessary words and jargon
- ☐ Create an appropriate tone

SPECIAL PROGRAMS AND SERVICES

Career Development Services

Career Development Services provide a variety of ways in which employees can assess their values, skills, and interests, and develop strategies for realistically coping with their work environments. Workshops are available to help participants examine career directions and explore career options. In addition, employees can schedule individual counseling sessions with a Career Development Specialist to discuss career decisions. Supervisors who want to help employees plan and develop their job potential can also meet with the Career Development Specialist. The focus of these services is on the needs of UCSF working adults to clarify their own information, to promote self-advocacy, and to encourage productivity in their work life. Contact Susan Eveleth at X64032.

Course Design and Consultation Services

The Development and Training Division can assist your organizational unit with training program design. We can help you devise your own training course, or locate outside professionals who can tailor programs to meet your specific needs.
We can also bring the programs advertised in this insert to your department on request.
Finally, we can administer and/or advertise training programs created by your unit. Fees may be connected with this service. Please call Gayla Tyson at X64032 for further information on these services.

Reduced Fee Enrollments

A regular status employee* in a career position who meets the admission requirements of the University is eligible to attend regular session UC courses under the Reduced Fee Enrollment Program. This program provides for two-thirds reduction of both the University Registration Fee and the University Educational Fee for up to nine units or three regular session University of California courses per quarter, whichever is greater. University Extension courses and Development and Training courses are not covered through this policy. Contact Pat Coleman, X61563, for Reduced Fee Enrollment forms.

*Regular status employees are those who have completed the probationary period in a career position at 50% or greater time.

FOR DEVELOPMENT AND TRAINING INFORMATION CALL OR WRITE

Gayla Tyson, Director, Employee Relations & Development
Mary Ellen Lipinski, Training Coordinator
Susan Eveleth, Career Development Specialist
Mary Roberts, Personnel Assistant III
Bill Salem, Program Assistant
Yi Yin, Data Programming Specialist
UCSF Personnel Department
Box 0834
San Francisco, CA 94143-0834
(415) 476-4032

NON-DISCRIMINATION STATEMENT

In accordance with applicable State and Federal laws and University policy, the University of California, San Francisco, does not discriminate in any of its policies, procedures, or practices on the basis of race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran's status, medical condition (as defined in Section 12926 of the California Government Code), ancestry or marital status; nor does the University discriminate on the basis of citizenship, within the limits imposed by law or University policy. In conformance with applicable law and University policy, the University of California, San Francisco, is an affirmative action/equal opportunity employer. Inquiries regarding UCSF's equal opportunity policies may be directed to: Assistant Vice Chancellor—Affirmative Action/Equal Opportunity, (415) 476-4752.

Please cut along the dotted line.

ENROLLMENT APPLICATION
DETACH AND RETURN TO:
DEVELOPMENT & TRAINING, BOX 0834

(please print or type)

One participant and one class per application. An application is required for enrollment even when there is NO FEE for the course. Refunds on cancelled courses are made only if cancellation occurs TWO full days before the course is held.

Current Date _____
Course Title _____ Session Number _____
Applicant's Name _____ Phone Ext. _____
Job Title _____ Mail Stop (Box) _____
Department Name _____
Applicant's UCSF Employee Identification Number _____
Fee $ _____
Paid by: (check one) ☐ Dept. _____ ☐ Personal Check To "UC Regents"
Check # _____
Check attached and dated the FIRST day of the course. ONE CHECK PER COURSE PLEASE.

Department Budget No. __ - _____ - _____ - __
Budget Authorization Signature _____
Supervisor's Signature _____

Photocopy this form if you need more copies. Please cut along the dotted line.

WAITING LISTS

Waiting lists are valid only for the current quarter (Spring). If you were put on a waiting list in the Winter quarter, you must re-apply to the class this quarter (Spring).

ENROLLMENT PROCEDURES

Enrollment is on a first-come, first-served basis, and classes fill quickly. Classes are limited to a suitable size, and are for **UCSF employees only**.

1. Promptly fill out the Enrollment Application, **ONE PARTICIPANT AND ONE CLASS PER APPLICATION**, and return it to the Development and Training Division, Box 0834.
2. If dates and times for the courses you choose are not specifically provided in this insert, please enroll in the course anyway. Development and Training will contact you when a date and time have been determined.
3. If your department is to be recharged, the budget number, budget authorization signature, and your supervisor's signature are required. If you attend the course on your own time and pay your own fees, these signatures are not required. Checks should be made payable to the **UC Regents and dated the first day of the course** for which you are applying.
4. A letter confirming your enrollment and class location will be sent to you two weeks before the class is held. If you have not received a confirmation letter at least one week before the class, please call us immediately at X64032.
5. If the class is filled, you will be placed on the waiting list and notified by mail. If you have not received notification one week before the class begins, please call us at X64032.

CANCELLATION POLICY

If you determine that you cannot attend a class, please call the Development and Training office immediately to let us know, so that we can schedule another interested participant in your place. In order to receive a cash or departmental refund, the Development and Training Division requires that cancellations be made **two full working days** in advance of the scheduled class.

Feb. 24-March 9, 1990

COLE HALL CINEMA: *Look Who's Talking.* Children under 14 $2; students, seniors & MU members $2.50; general $3. Cole Hall. 6:30 & 8:30 p.m.*

3 Saturday

ANESTHESIA MORBIDITY & MORTALITY CONFERENCE. HSW 301. 8-10 a.m.

ORTHOPEDIC SURGERY GRAND ROUNDS. Children's Hospital of the East Bay, Edith Meyer Aud. 8-9 a.m.

SURGERY GRAND ROUNDS: *Cancer Cachexia.* Robert Warren, Surg. Followed by M&M conference. Toland Hall. 8:30-11 a.m.

LOW VISION FORUM: Terry Tibble, Deaf & Disabled Services Dept. of Pacific Bell, describes telephone equipment available cost-free to those with low vision. A series of forums held on the first & third Saturdays of each month. Clinical Eye Res. Bldg., 374 Parnussus. 11 a.m.-1 p.m. Call Frances Neer at 626-5313 for more information.*

PREVENTIVE CHILD HEALTH CARE CLINIC

Bilingual presentations including EMS 911 activation, breastfeeding, nutrition for children, CPR & safety. Raffle, demonstrations, free reading information. The brainchild of third-year medical student David Shapiro, the event is sponsored by SFGH and staffed by first- and second-year medical students. Horace Mann Middle School, 3351-23rd St. at Valencia. 11 a.m.-3 p.m.*

5 Monday

125th EVENT: GLADSTONE's 10th MAR. 5 & 6

Celebration to include a full-day symposium featuring Gladstone scientists, Nobel laureates Joseph L. Goldstein & Michael S. Brown, a special lecturer and more. (See page 1 for full details.)*

OTOLARYNGOLOGY GRAND ROUNDS: *Laryngeal Trauma.* Anil K. Lalwani, Oto. *Airway Obstruction.* Kelvin Lee & Timothy Scott, both Oto. S 214. 8-10 a.m.

VAMC NEURORADIOLOGY ROUNDS. Rm. 2A56. 8:30-9:30 a.m.

OVEREATERS ANONYMOUS MEETING: *The "H.O.W." Concept.* A more structured approach to over-eating. Speaker & discussion. N 417. Noon. Call Lia, x64251.*

OVEREATERS ANONYMOUS MEETING: Regular OA discussion meeting. N 717B. Noon.*

CORE CURRICULUM IN HEMATOLOGY: *Physiology of Coagulation, Platelet Function & Fibrinolysis. Clinical Laboratory Evaluation of Coagulation & Platelet Disorders.* Laurence Corash, Lab. Med. L 535. 2-3:30 p.m.

LABORATORY MEDICINE GRAND ROUNDS: *Finding a Cystic Fibrosis Gene.* Tristram G. Parslow, Path. & Microbio. Immun. L 535. 4-4:40 p.m.

PEDIATRIC UROLOGY CONFERENCE. M 1415. 5-6 p.m.

SPRING ART

Pastels by Susan De Serio Faden will be on display Mar. 5-May 31. Faculty/Alumni House, 745 Parnassus. Reception for the artist, Thurs., Mar. 7, 4:30-7 p.m. Call x64723.*

6 Tuesday

COMBINED MODALITY BREAST CANCER CONFERENCE. Surg. Clin. Conf. Rm., 6th fl. A. 8 a.m.

ORAL & MAXILLOFACIAL SURGERY GRAND ROUNDS: *Rigid Fixation in Orthognathic Surgery.* David Perrott, Oral & Maxillo. Surg. C 701. 8 a.m.

SFGH PEDIATRIC GRAND ROUNDS: *Chromosomal Analysis.* Steven Schoenberg, Ped., Cytogen. Lab. & Radiobio. Carr Aud., SFGH. 8:30-9:30 a.m.

TRANSFUSION RESEARCH FORUM: *Review: Third Annual Retrovirology Meeting: HTLV-1/2.* Edward L. Murphy, Lab. Med. L 535. 8:30 a.m.

PEDIATRIC NEURORADIOLOGY CONFERENCE. HSE 317. 9 a.m.

OB/GYN GRAND ROUNDS. S 1364. 9-10 a.m.

SFGH MEDICINE GRAND ROUNDS. Carr Aud., SFGH. 11:30 a.m.

CAMPUS AMNESTY INTERNATIONAL MEETING: Meetings first Tuesday of the month. C 209. Noon-1 p.m. Call Jan Genevra at x67456.*

UPWARD MOBILITY FOR LATINOS

Upward Mobility: What It Means to Latinos. Thena Trygstad, Staff & Student Human Resources. Sponsored by Latin American Campus Assn. of UCSF. HSW 301. Noon-1 p.m.*

CURRENT ISSUES IN AGING LECTURE SERIES: *Managing After the Diagnosis: A Multidisciplinary Case Conference.* P.W. Moseley, Robin Ketelle, Linda Mitteness, Ron Finley, Kay Shen & Mariann DiMinno, all of the Memory Clinic & Alzheimer's Ctr. LPPI Aud. 12:10-1 p.m.

SFGH GI MEDICINE/SURGERY/RADIOLOGY IMAGING CONFERENCE. Rm. 1X58, SFGH. 4-5 p.m.

CLINICAL ONCOLOGY CONFERENCE. M 1296. 4 p.m.

BIOCHEMISTRY/BIOPHYSICS SEMINAR: *Dissecting Complex Inheritance.* Eric Lander, Biomed. Res., Whitehead Inst. HSW 301. 4 p.m. Student lunch with speaker at noon in HSE 402. Sign up in S 962.

NEUROLOGY GRAND ROUNDS: *Nerve Growth Factor: Finding Its Active Site May Contribute to Its Role in Neurology.* Frank Longo, Neuro. S 664. 5-6 p.m.

7 Wednesday

PLASTIC SURGERY GRAND ROUNDS: *Problem Cases.* James Anthony, Thomas Huntsman, Suzanne Kerley & Joseph Keiner, all Plast. Surg. Davies Med. Ctr. 7 a.m.

SFGH ORTHOPEDIC SURGERY STAFF CONFERENCE. Rm. 5K8, SFGH. 7:30-9 a.m.

MULTIDISCIPLINARY TUMOR BOARD: M 1296. 7:30 a.m. Call coordinator Barbara Blakely, x61662.

DERMATOLOGY CONFERENCE: *Psoriasis: An Experiment of Nature.* J.T. Elder., Derm., U Mich. HSW 301. 8-9 a.m.

OPERATIONAL CHANGES IN COMPUTER ROOM

Discussion of operational & technical issues relating to the relocation of Information Technology Service's mainframe computer operations to the ACC. Toland Hall. Noon.

BRAIN TUMOR RESEARCH SEMINAR. HSE 317. Noon.

BROWN BAG LECTURE SERIES: (See Women's History Month.) HSW 300. Noon-1 p.m. Call x64394.*

ANATOMY SEMINAR SERIES: *Ongoing Approaches for Analyzing Cell Behavior During Avian Gastrulation & Neurolation.* Gary Schoenwolf, Anat., U Utah. HSE 1309. Noon.

PARNASSUS AL-ANON MEETING: For friends & families of alcoholics. C 517. Noon-1 p.m.*

ALCOHOLICS ANONYMOUS MEETING: All are invited. CED, 3rd fl., Rm. 300C. 12:05 p.m.*

PSYCHIATRY GRAND ROUNDS: *Review of Benzodiazepines in Clinical Practice.* George Arana, Pscyhr., U South Carolina. LPPI Aud. 12:30-2 p.m.

HEAD & NECK TUMOR CONFERENCE. A 723. 1 p.m.

PHYSIOLOGY/PHARMACOLOGY/CELL BIOLOGY/ENDOCRINOLOGY SEMINAR: *Cell Biology.* Ira Mellman, Yale. HSW 300. 4 p.m.

EPIDEMIOLOGY & BIOSTATISTICS SEMINAR: *The Epidemiology of AIDS & HIV Infection in Gay & Bisexual Men.* Alan R. Lifson, Med. & Epid. S 664. 4-5 p.m.

SFGH GI MEDICINE/SURGERY PATIENT CARE CONFERENCE. Rm. 4H2, SFGH. 4:30 p.m.

UROPATHOLOGY CONFERENCE: *Genital Urinary Tumor Cytogenetics.* Frederick Waldman, Lab. Med. M 1415. 5-6 p.m.

PATHOLOGY GRAND ROUNDS. HSW 508. 5:30-6:30 p.m.

CENTER FOR PREHOSPITAL RESEARCH & TRAINING JOURNAL CLUB: *Priority in Medical Dispatch.* Chuck Saunders, SF Paramedic Div. L 191. 6-8 p.m. Call x68502 for information.

HEALING FROM A CROSS-CULTURAL PERSPECTIVE

Special presentation by Paths of Healing & Wholeness. *Eight Universal Beliefs That Sustain Health & Well-Being.* Anthropologist Angeles Arrien. *The Politics of Healing: Tales of Mediums & Madmen in Brazil.* Anthropologist Matthew Bronson. Both speakers from CA Inst. of Integral Studies. $15 general, $10 students & seniors. Laurel Heights Aud. 6:30-9:30 p.m. Call Marie Lehrer at X63939.*

8 Thursday

MEDICINE GRAND ROUNDS: *Biologic Response Modifiers in Common Variable Immunodeficiency.* Daniel Adelman, Allergy & Immun. Clinic. Toland Hall. 8 a.m.

SFGH NEUROLOGY/NEUROSUGERY CONFERENCE. 4H2. 8-9 a.m.

PEDIATRICS GRAND ROUNDS: *Cochlear Implants: Their Impact on the Deaf Child.* Robert Schindler, Oto. S 664. 8:30-9:30 a.m.

OPHTHALMOLOGY GRAND ROUNDS: *Amourosis Fugax: When is Vascular Surgery Indicated?* Creig Hoyt, Oph.; Philip R. Weinstein, Neurosurg.; Jerry Goldstone, Surg. & Vasc. Surg. Preceded by case presentations: *Ocular Oncology.* S 214. 8:30-10 a.m.

SFGH TRAUMA CENTER CONFERENCE. Rm. 4H2, SFGH. 9-10 a.m.

OCCUPATIONAL & ENVIRONMENTAL MEDICINE GRAND ROUNDS: *Chronic Solvent Exposure in Airline Maintenance: A Neuropsychological Study.* Andrea Lash, Occ. Med. SFGH Bldg. 30, 5th fl. 9:15-10:45 a.m.

CLINICAL PATHOLOGY CONFERENCE. HSE 317. 10-11 a.m.

FAMILY & COMMUNITY MEDICINE/PRIMARY CARE LECTURE SERIES: *Sexually Transmitted Disease.* Ruth Greenblatt, Med. *Medicare & MediCal—National Health Insurance.* Joseph Barbaccia, Fam. Comm. Med. A 455. 10 a.m.-noon.

PEDIATRIC TUMOR BOARD. L 34. 11 a.m.-12:15 p.m.

GERIATRIC GRAND ROUNDS: *The Use of Calcitonin in Paget's Disease & Osteoporosis.* Stanley Wallach, Med. Serv., VAMC, Bay Pines, Fla. Herbst Hall, Mount Zion. Noon.

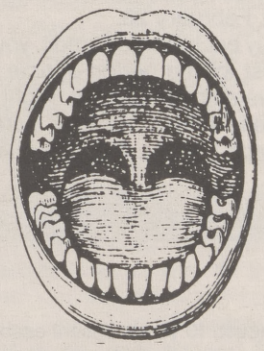
ORAL BIOLOGY 220 SEMINAR: *Molecular Approaches to Parasitic Disease.* Nina M. Agabian, Pharm. Chem. & Lab. Med. S 664. Noon-1 p.m.

NEUROBIOLOGY SEMINAR SERIES: Bruce McNaughton, Psychr., U Colo. HSW 300. 4 p.m.

MEDICINE/SURGERY ADULT CARDIAC CATHETERIZATION CONFERENCE. L 1361. 4-6 p.m.

ORTHOPEDIC SURGERY STAFF CONFERENCE. A 630. 4-5 p.m.

PRIMARY CARE GRAND ROUNDS. A 455. 4:30 p.m



RADIOLOGY GRAND ROUNDS: *Salivary Gland Imaging.* Gordon Manashil, Radio. HSW 303. 5:15-6:15 p.m.

ALCOHOLICS ANONYMOUS MEETING: All are invited. LPPI A 222. 6 p.m.*

9th ANNUAL ROWELL LECTURE

The History of Medicine in China. Han Suyin, lecturer & expert on Chinese society. Tornino's, 5080 N. Blackstone, Fresno. 6:30 p.m. (See page 2 for details.)

9 Friday

SFGH MAXILLOFACIAL TRAUMA CONFERENCE. Rm. 4H4, SFGH. 7-7:30 a.m.

CRI HEMATOLOGY/ONCOLOGY GRAND ROUNDS: *G Proteins: Are They Proto-Oncogenes?* Claudia Landis, Nephrol. M 1296. 8-9 a.m.

CHILD & ADOLESCENT PSYCHIATRY CONFERENCE: *Overbedding in Adolescent Psychiatry: Clinical & Training Implications.* Lynn Ponton, Child & Adol. Psychr. LPPI Aud. 10:10-11:30 a.m.

PHARMACEUTICAL CHEMISTRY 221 SEMINAR: *Hydrogels, Haptens & Self-Regulated Drug Release.* Colin E. Pitt, Amgen Corp. S 1364. 11 a.m.

ALCOHOLICS ANONYMOUS MEETING: All are invited. HSE 336. Noon-1 p.m.*

PATHS OF HEALING & WHOLENESS SEMINAR: (See Women's History Month.) N 721. Noon.*

REPRODUCTIVE BIOLOGY SEMINAR: *Mechanisms of Glucocorticoid Down Regulation.* John Cidlowski, U North Carolina, Chapel Hill. M 1486. Noon.

DEVELOPMENT & TRAINING

For further information call x64032.

Basic Medical Terminology. Tues., Feb. 27, Mar. 6, 13, 20, 27, Apr. 3, 17, 24, May 1, 8. 1:30-2:30 p.m. $20.

Labor Relations Supervisory Series. Tues., Mar. 6, 13, 20. 8:30 a.m-noon. $5.

Travel Expense Processing. Wed., Mar. 7. 1:30-4:30 p.m. $10.

Survival Skills for the Administrative Assistant. Thurs., Mar. 8, 15, 22. 8:30 a.m.-noon. $25.

How to Conduct a Performance Evaluation. Fri., Mar. 9. 8:30 a.m.-4:30 p.m. $10.

CONTINUING EDUCATION

MEDICINE
For program information call x64251, registration x65208 unless otherwise noted.

Emergency Department Care of Major & Minor Hand Problems. S 1364. Mar. 3.

Advances in Endocrinology & Metabolism. Fairmont Hotel, SF. Mar. 7-8.

Diabetes Update. Fairmont Hotel, SF. Mar. 9-10.

Fine Needle Aspiration Tutorial X. Squaw Valley. Mar. 12-14.

Fine Needle Aspiration Tutorial XI. Squaw Valley. Mar. 15-17.

Advances in Emergency Medicine. Mark Hopkins Hotel, SF. Mar. 21-24.

Aesthetic Surgery of the Face. Portman Hotel, SF. Mar. 23-24.

Primary Care Medicine: Update '90. Maui Marriott, Maui, Hawaii. Mar. 31-Apr. 7.

DENTISTRY
For further information call x61101.

Treating Fearful Dental Patients & Other Psychological Issues in Dentistry—The People-Centered Dental Practice. C 701. Mar. 10.

Medical Emergencies in Dental Practice. C 701. Mar. 17.

Complication Avoidance in Oral Surgery for the General Practitioner. C 701. Apr. 7

AIDS/ARC/HIV+ SUPPORT

Anonymous & confidential caring, support & training for people with AIDS or ARC, those who have tested HIV positive and others affected by the epidemic. Sponsored by UCSF AIDS Health Project. Call x66430.*

Individual Risk Assessment & Referrals. By appointment.

Facilitated 8-week Groups. For anyone affected, at risk or infected.

Drop-in Group for the Recently Tested.

Positives Being Positive. Support groups in the community meet regularly. Call x63902.

Caregiver Training. Caring & self-caring skills for professionals & volunteers. Call x66430 for information.

Living with HIV. Public forums every other month.

WOMEN'S RESOURCES

Sponsored by UCSF Women's Resource Center unless otherwise noted. Call x60400.

GROUPS
Ongoing noontime drop-in groups for women working or studying at UCSF.

Women Living with Life-Altering Illness. Call for location. Every other Monday.

Lesbian Lunch Group. C 213. First & third Mon. of each month.

Latin Women Coalition. N 517. Last Wed. of each month.

Circle of Sisters. Black women's group. L 535. Every Fri.

Support Group for Divorced & Separated Women. C 130. Every Tues.

Benefits/Personnel

UCSF Registered Campus Organizations: Something for Everybody

The publicity for the recent Martin Luther King Festival in Saunders Court mentioned that "many registered campus organizations were taking part." This probably led you to wonder what we have here in the way of registered campus organizations. Actually, the number of such groups has grown by leaps and bounds over the last couple of years. Just look at the following list! If you're interested in further information on any of the organizations, call the Office of Student Relations at x64318. They'll tell you who to call.

Academic Business Officers Group (ABOG). Educational/professional development.
Academy of Students of Pharmacy. Development, promotion & regulation of professional student activities.
Alpha Omega Dental Fraternity. To promote knowledge and friendships.
American Association of Women Dentists —UCSF. Mutual support and community service.
American Irish Political Education Committee. To promote awareness.
American Medical Student Association. Networking, community service.
American Society of Dentistry for Children. To provide information and resources.
Amnesty International at UCSF. To provide information and work for release of prisoners of conscience.
Asian Health Caucus. Support for Asian students and community service.
Asian/Pacific American Systemwide Alliance (APASA). To promote faculty/staff/student welfare.
Association of Chinese Scholars. To improve relationships among Chinese students and scholars.
Baha'i Association at UCSF. Discussion groups, various activities.
Black Caucus at UCSF. Forum for matters of race and instrument for black consensus.
Black Students' Health Alliance. To educate and involve UCSF community in activities that address concerns and culture of black students, faculty, staff and community.
Chicano/Latino Medical Student Association. To support and promote interests of Chicano/Latino medical students.
Chicanos in Health Education. To support and promote well-being of Latino students.
Chinese Health Professional Student Association. Networking, social and cultural activites, public service.
Committee for Health Rights in Central America. Education on health issues in Central America and material aid for health care providers in California.
Council for Campus Ministry of the Landberg Center for Health and Ministry at UCSF. On-campus support, advice and representation for the Landberg Center.
Dental Wives Auxiliary. Support for student spouses.
Family & Community Medicine Student Organization. Forum for idea exchange —training opportunities, etc.
Free Club. To promote a brighter China.
Gay Men's Union. Networking, career support, social activities.
Golf Club at UCSF. Play golf together.
Health Education & Mobilization for Pilipinos. To promote Pilipino culture through education, networking, activities, community service.
Institute of Healing Arts & Sciences. Forum for teaching and discussion of healing arts.
Kappa Psi Pharmacy Fraternity. Professional, social activities.
Korean American Health Professional Student Association. Support, social actitivies, community service.
Korean Student Bible Study.
LDS Institute. To encourage Christian living.
Latin American Campus Association. Promotes Latino culture and diversity.
Latinos in Dental Health Education. Community service.
Lesbian, Gay & Bisexual Student Association at UCSF. To promote awareness and take action on pertinent issues; support, social activities.
Maimonides. Educational and cultural events of Jewish interest.
Medical Center Christian Fellowship. Fellowship context geared for health care professionals.
Native American Health Alliance. Support for and recruitment of Native Americans on campus. Educate and involve campus and community in issues of concern.
Northern California Chinese Student Center. Group discussion.
Nurses Christian Fellowship. Context for study and support geared for nurses.
Parents in Medicine. Support/contact network.
Parnassus Heights Squash Club at UCSF. Fosters squash, sponsors teams and competitions.
Phi Delta Chi. Social outlet, professional promotion for pharmacy students.
Physical Therapy Student Association. To establish physical therapy students as an organized campus group.
Preventative Health Clinic. To educate parents about preventative health concepts.
Rho Pi Phi. Community service-oriented pharmaceutical fraternity.
Rowing Club at UCSF. Affordable access and instruction in sculling.
Student American Dental Hygienists Association. Professional socialization of dental hygiene students.
Student National Dental Association. To promote needs and concerns of dental students; public service.
Student National Medical Association. To promote unity among black medical students.
The Exchange. Support group, social and philanthropic activities for families of housestaff and fellows.
The Vocal Chords. Campus choir.
UCSF Orchestra. Staff, faculty and student orchestra. Performs for UCSF and outside community.
Union of Concerned Scientists. To provide education on environmental and nuclear proliferation issues.
United Filipino Employees Association at UCSF. To promote individual welfare through social, cultural, intellectual and moral upliftment.
Vietnamese Student Association at UCSF. To promote understanding.
Women Medical Students' Association. To promote activities and community.

If an organization is registered, it means the group may raise funds on campus, invite speakers and use campus properties. The formation of registered campus organizations is encouraged, but it doesn't mean that UCSF sponsors or endorses the group by virtue of registration.

Note: There are a number of clubs and groups on campus in addition to this list. Check EMPACT!, x66932, for recreational clubs (biking, chess, bowling, etc.) For support groups, call the Women's Resource Center, x65836; the Faculty, Staff & Students Assistance Program, x68279; the Employee Rehabilitation Services, x62621. Also, check the calendar inside every *Newsbreak/Medsounds* for scheduled meetings of clubs and groups.

How to Get a Job

Qualified UCSF employees are urged to apply for open positions. Interviews are conducted on a drop-in basis during regular screening hours or by appointment. (For current screening hours or other job-related information, call x61645.)

The "Employment Opportunities" flyer lists current openings. The flyer is posted weekly in three locations: The main personnel office, the satellite office on the first floor at CED and on the second floor of Moffitt Hospital, west of the cafeteria.

The "Open Until Filled" list can be viewed at the main personnel office and the satellite at CED. Both lists are updated each Thursday.

Personnel is located at 1350 7th Avenue. Business hours are 8 a.m. to 5 p.m., Monday through Friday, and until 6:30 p.m. on Wednesdays.

New Affirmative Action People

The campus welcomes two new employees—Sandra M. Avila (right) and Mark A. Paschal—as senior affirmative action analysts in the Affirmative Action/Equal Opportunity Office. Sandra comes to campus from the US Equal Employment Opportunity Commission, while Mark is from the Department of Labor, Office of Federal Contract Compliance Programs. They, along with principal analyst Lidia La Garda Rios, are providing a broad range of services, including management consultations, training in problem prevention, complaint resolutions, and are involved in several diversity projects.

Save Some Money on UCRP Buybacks

If you're thinking about buying back earlier UCRP service credit, you'll save some money if you get your buyback information request form to the UCRP office in Oakland by Wednesday, February 28.

When you buy back service credit, you are charged interest for the period of time your contributions were not on deposit. Right now the interest rate is 8.25%, but it will increase to 8.5% on March 1, 1990. If your request is received before March 1, you will be charged the lower interest rate.

After you receive the cost information from UCRP, you can decide if you want to do the buyback. All you need to do to get the lower rate is to get the *request for information* in to the UCRP by February 28. You can pick up the request form in the Benefits Office, 145 Irving.

Service Awards

Maria Abu ido, 10 years, library.
David E. Arevalo, 15 years, respiratory care service.
Helen Busch, 10 years, nursing.
Erlinda Cayetano, 10 years, diagnostic urology.
Gaynell L. [illegible] Lestine 10 years, equipment management.
Hannelore H. Clark, 10 years, ophthalmology.
Daisy V. Fernando, 30 years, research & development.
Josephine R. Filamor, 15 years, medicine.
Kathy M. Flores, 10 years, LPPI.
Carol Goodman, 15 years, SFGH clinical labs.
Janine Gregorian, 30 years, Dean's Office, School of Pharmacy.
Peggy Imai, 10 years, operating room.
Irene M. Kershaw, 20 years, surgery
Laraine C. Martin, 10 years, Fresno Med. Educ. Prog.
Kathleen MacDonaugh, 15 years, nursing.
Neftalie Milanio, 20 years, materiel management.
Vivan Molyneaux, 10 years, LPPI.
Kathy Mullins, 20 years, clinical labs.
Zehra Murphy, 10 years, biochemistry & biophysics.
Haruko Nagaishi, 20 years, SFGH clinical labs.
Walter J. Northcutt, 10 years, patient escort services.
Marilyn A. Obst, 10 years, neurosurgery.
Marilyn J. Ohm-Smith, 10 years, ob/gyn.
Caridad M. Pangilinan, 10 years, SFGH clinical labs.
Bernadette Payne, 20 years, medicine.
Carmen L. Pedemonte, 10 years, animal care, cell culture facility.
Jean Perry, 10 years, ob/gyn.
Evelyn M. Piercy, 15 years, renal center.
Marcia Quackenbush, 10 years, LPPI psychiatry.
Argentina Quiros, 10 years, library.
Nancy Ramsay, 15 years, Institute for Health Policy Studies.
Viginia A. Reyes, 10 years, SFGH clinical labs.
Maria I. Rodriquez, 10 years, physiology.
Richard A. Roginski, 10 years, chaplains & patient relations.
Dennis Seely, 15 years, Institute for Health Policy Studies.
Monica M. Shanahan, 10 years, dentistry.
Mary A. Shapiro, 10 years, intensive care nusery.
Kassandra Spratt, 10 years, clinical labs.
Sheri L. Strickland, 10 years, physiology.

EMPACT!

Second Annual Raffle Kickoff Party

You've probably heard people talking about how much fun they had helping out with EMPACT!'s first annual raffle last spring. This year you can be a part of it, too. Attend the raffle kickoff party on Wednesday, February 28, and find out how. It's from 3:30 to 5 p.m. in the MU Conference Center. You can just come for the food and the drink and the door prizes, if you like.

If you have a prize you can donate, be sure to let EMPACT! know, x66932. They already have the grand prize: An all-expense paid weekend in Las Vegas, including airfare (donated by Campus Travel), hotel (donated by Rio Hotels) and $100 spending money.

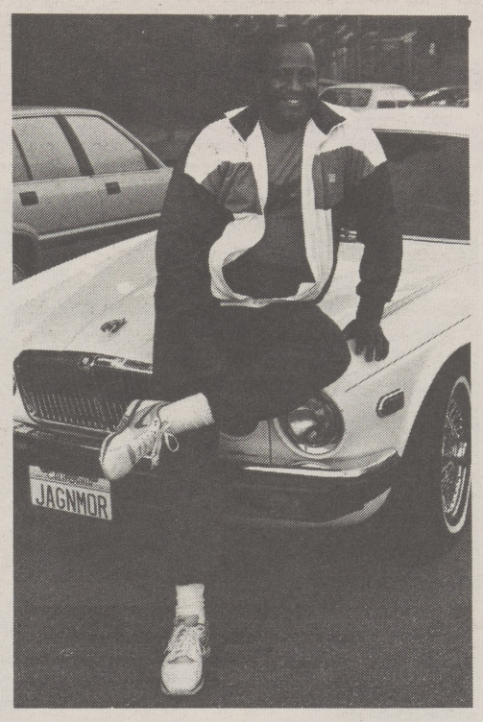
Other things to think about:

- **125th Anniversary Black & White Ball, April 6.** Better mark your calendar right now. This is your chance to get dressed up and spend a swanky evening at the Gift Center dancing to the music of Pride & Joy for a ticket price of only $10 a person in advance ($15 at the door). The idea is to make this an event everyone—staff, students & faculty—can attend and enjoy. Tickets on sale March 1 at the MU Central Desk.
- **Stitch & Bitch Club.** New time: Thursdays, 5:30 to 6:30 p.m., MU 241. Bring your knitting, needlework or sewing. And your gripes. Call x66932 for more information.
- **Ballet.** SF Ballet performs Sleeping Beauty, Thursday, March 15. Discount tickets at MU Central Desk.
- **Rhythmisscity.** Eight-piece, multi-cultural, all-woman band will perform on Thursday, March 8, at noon, MU Plaza Grill. In honor of Women's Week, co-sponsored by the Women's Resource Center.
- **New supply of UCSF 125th Anniversary T-shirts and sweatshirts.** Order now through EMPACT!, x66932. Or pick up your order form from the MU Central Desk. T-shirts are $6, sweatshirts, $13.
- **Great America/Marine World Africa USA tickets go on sale March 1.** Big discounts through EMPACT!. MU Central Desk.
- **Go skiing.** But check Outdoors Unlimited's downhill and cross-country ski deals first. Call x62078 for more information.
- **Watch whales** and elephant seals. Outdoors Unlimited has trips planned for March. Call x61469.
- **Big thanks from EMPACT!** for patronizing their Valentine's sale. They sold $2,900 worth of goods. Also, many thanks to Sunnyside Up gift shop on 9th Avenue and You See Flowers in the MU plaza for donating a big percentage of the proceeds to EMPACT!

Medsounds Continued

Random Shots

Elmer "Lat" Latimore



Position: One of five transport personnel—the people who move things in the Medical Center. (Transport is a unit of the Patient Escort Department, but the transport people move furniture and equipment, not patients)
Years at UCSF: 13 (past eight in transport)
Background: Born and raised in Atlanta, one of eight kids. Left home at 15, headed west to an aunt's house in Oakland, never left (the Bay Area, anyway).
Personal: Has five kids—all boys—ages 21, 20, 10, 8 and 5. Has a huge weakness for Keith and Dannie, the two youngest. Monday, Thursday and Saturday they go to karate lessons (Lat is a brown belt) and Tuesday they go to Cub Scouts. Is assistant scoutmaster for 64 cubs, Pack #286 in San Francisco. Spends many weekends going on overnight outings around the Bay Area and beyond. Admits to having a better time than the kids (maybe). Says scouting is the best thing he's ever gotten into.
Hobbies: Builds and restores motorcycles; owns three—two Harleys and a Honda. Also performs gospel music, but not much anymore. Too busy with the scouts. Five years ago he won a Gospel Academy Award for percussion.
Goals: (1) Maybe he'll be scoutmaster someday. (2) Plans to bench press 500 pounds by age 40. Has been working on it four years, coached by EMR's Jerry Rollins, and is up to 345 pounds. Has two years and 135 lbs. to go. Motivation for this stems from second-oldest son accusing him of getting old.
Big thing about to happen: Going to be a grandfather—first grandchild is due in May. "It'd better be a girl."

Lynn Bowlegs

Position: Office assistant, Patient Escort
Years at UCSF: 3.
How she landed at UCSF: Worked nine years for an insurance company, then a good friend (Lat Latimore) suggested she apply for a job here and arranged for an interview. She got the job and she likes it.
Why she likes it: "If there's problem, we sit down together and work it out inside the department. No one has to go outside and grumble or complain to others. And no one is afraid to take a problem to Richard [manager Richard Felder]. He'll help you whether it's work-related or personal."
About her name: Great great grandfather was Billy Bowlegs, a Seminole Indian war chief. Family has roots in Oklahoma, native territory of Seminole Indians. Sister Billie Bowlegs (hospital assistant in LPPI) is named after great great grandfather. Both Lynn and Billie kept maiden names when they married, but family name is dying out. Brother just got married. Everyone hopes he'll have several boys.
Recent fun thing she did: She and husband took 3-year-old daughter to Oklahoma to see grandmother for the first time. Visited the nearby town of Bowlegs while they were there.
Story of her life: When people hear her name, they look down at her legs.
If you're interested: She and Billie have illustrated books about their Indian ancestors.

"Random Shots" is a regular feature in Medsounds. *If there is an employee of the Medical Center you would like to see featured (including yourself), please call x61541.*

Kathleen Dowd Reflects on her Experience in the Dominican Republic

Did you ever think of participating in one of the charitable groups that organize expeditions into underdeveloped countries to provide health care?

One of the better known of these groups is an organization called "Interplast," which enlists health care workers to volunteer a week or two providing plastic surgery (usually cleft palate correction) and other services to the underserved populations of Honduras and other Latin American countries.

In addition to Interplast, there are many, many other such groups, often affiliated with churches, that do similar work all over the world.

Clinical nurse Kathleen Dowd, who has worked on 9 Long for three years and just transferred to obstetrics, says that for a long time she had been interested in going along on one of these trips, but was waiting to find the right opportunity. A friend of a friend had traveled to the Dominican Republic with an organization called the "The Institute of Latin American Concern," (ILAC) and had found it to be a good experience. Kathleen looked into it, and ultimately signed up for a three-week stint.

The ILAC is affiliated with Creighton University in Omaha, and run by a priest named Father Ernesto Travieso. A native of Cuba who evacuated to the US, Father Travieso developed the concept for the program as his thesis when he was a young seminarian. The program became a reality in 1972, and has continued to grow and change ever since. Currently, it is a summer program in which large groups of students and professionals—mostly from Creighton—go on expeditions to the backcountry of the Dominican Republic.

Kathleen says she went there for the experience and to give something of herself, but she ended up getting back more than she gave. As she reflected on her trip, she was inspired to put her thoughts on paper. The following is an excerpt of her essay:

"In our daily lives, we rarely stop to realize the hardships and struggles of people who do not have the opportunity and resources we have. As a participant in the ILAC I had the opportunity to experience first-hand how the less fortunate live.

"I had never done anything like this before, and I was filled with trepidation. When we arrived in Santiago, we stayed in a seminary and prepared for our journey. Our group was divided into six smaller groups, each designated for a different 'campo.' Campos are small gatherings of people located in remote mountainous areas of the Dominican Republic. Our campo was a two-hour drive from Santiago and a strenuous two-hour hike up the mountains.

"When we finally arrived, I was surprised to find the dwellings so spread out among the steep terrain. The homes are made of various scarce resources. The wealthier have wooden walls while the poorer have shacks made of foliage. The floors are mostly dirt.

"One goal of the ILAC experience is to gain an appreciation of the people and their way of life. To do this, each person stayed with a Dominican family. We often ate and drank with them, helped with household chores and experienced their day-to-day lives. They survive on very little. There is virtually no place for them to buy supplies. Their only source of water is a stream about a half hour hike away.

"Except for our efforts, local healthcare is virtually non-existent. The need, however, is very evident. Common problems include general malnutrition, periodontal disease, skin and hair infections, dehydration, respiratory infections, back pain and lacerations, usually caused by machetes from working in the fields.

"We brought with us numerous dressing supplies, antibiotics, rehydration formulas and anti-inflammatory/analgesic agents. With our limited supply and a makeshift clinic, we were able to treat many conditions and really see a difference as people healed.

"It was frustrating however, because the reality of the situation is very sobering. When

Kathleen and two young campesinos

we are not there, they must deal with their ailments without our modern medicines. We come to them with our simple solutions to their immediate problems, but what they need are long-term solutions to complex problems.

"The more time we spent with the Dominicans, and saw their continual struggles, I came to realize that these people gave me so much more than I could possibly give them. Their lifestyle is so simple. All they have is each other, and they depend on one another for survival. Their lives are based on a value system that we have strayed from in the United States. We have departed from values such as family, friends and helping one another.

"Once I returned the the United States I missed the simple life I had lived. What a blatant contrast our society is with its commercialism and worst of all, its wasteful nature. I recall boarding the plane to return home, and the airline aired a commerical for a weightloss program for overweight pets! Where are our priorities? The Dominican experience profoundly affected my personal life and has made me reevaluate my values.

"Although the Dominican people have found little assistance from their government, they have a dedicated advocate in Father Travieso. He has gathered funds and built a center in Santiago. He hopes to bring some of the more motivated campesinos to the center and teach them some of the basic health care techniques—which they can then integrate into the campos. This is really where progress will be made."

For those interested in further information about the ILAC, Kathleen provides the address: ILAC, Creighton University, c/o Father Ernesto Travieso, Omaha, Nebraska 68178.

Quite a Few Romantic Movie Experts Around Here

There were more than 30 winners in *Medsounds'* Romantic Movie Valentine's Contest. But since there were only five prizes, we had a drawing. Here's the outcome:

- CVRI's Mureen Schlueter won the flowers donated by "You See Flowers."
- CVRI's Ann Nomoto won the truffles from *Newsbreak/Medsounds*.
- Cindy Lee from Francis Greenspan's office won the 10 video rentals donated by Med Center Administration.
- Radiation Oncology's Donna Langston won the movie passes donated by EMPACT!
- Plastic Surgery's Marion Liebow won the frozen yogurts donated by Moffitt Cafe & Grill.

The following people can take consolation in the fact that they *know their romantic movies.* And even if they didn't win a prize, they answered all the questions correctly and deserve to be recognized:

Tracy Shaver, Physical Therapy
Stacy Pinoris, Nursing
David Geller, Pathology
Carol Tarlen, Family & Community Medicine
Pam Derish, Project Aware, SFGH
Tammi Goda, Capital Project Management
Lori Hudson, Physiological Nursing
Crystal Munoz, Plastic Surgery
Claire Lee, International Students/Scholars
John Smith, Classification Services
Ellen Meltzer, Pharmacy/Pharmaceutical Chemistry
Trudy Fisher, Publications
Ruth Gravitt, Nursing
Roger Scroggs, AIDS Health Project
Bill Wilson, International Students/Scholars
John Waldman, Ob/Gyn
Rick Frautschi, Physiological Nursing
Janet Molinari, Anatomy
Tom Mapp, HISD
Beatrice Mallek, Library
Liz Allan, Medical Records
Mary Felder, Anatomy
Donna Berka, Medical Service, SFGH
Karen Schanche, Social Work
Patsy Behrend, Neurosurgery, SFGH
Elizabeth Manning Long, Social Work
Michale Missasi, Kidney Transplant Service
Cynthia Lee, Nursing
Diane Snyder, School of Dentistry Dean's Office

If you are certain you got all the answers right but don't see your name in the list, it could be your entry was one of the ones without a name attached. There were also dozens of people who got them all right except maybe one answer. The question about the "Unbearable Lightness of Being" seemed to be a stumper. It was after Tomas met *the waitress Tereza* that he began to betray his own code of lightness. (Interestingly, virtually everybody answered the "Earth Girls Are Easy" question correctly.)

For all those who called and wanted to know which ones they missed, how about if we hang a copy of the answers in the display case just down the hall from the Moffitt Cafeteria & Grill and another at CED posted in the Commons Room on the third floor.

Anyway, thanks for all the enthusiasm. And to the "Radiologic Romantics": Don't disband your team! No doubt we'll come up with another contest of some sort next Valentine's Day!

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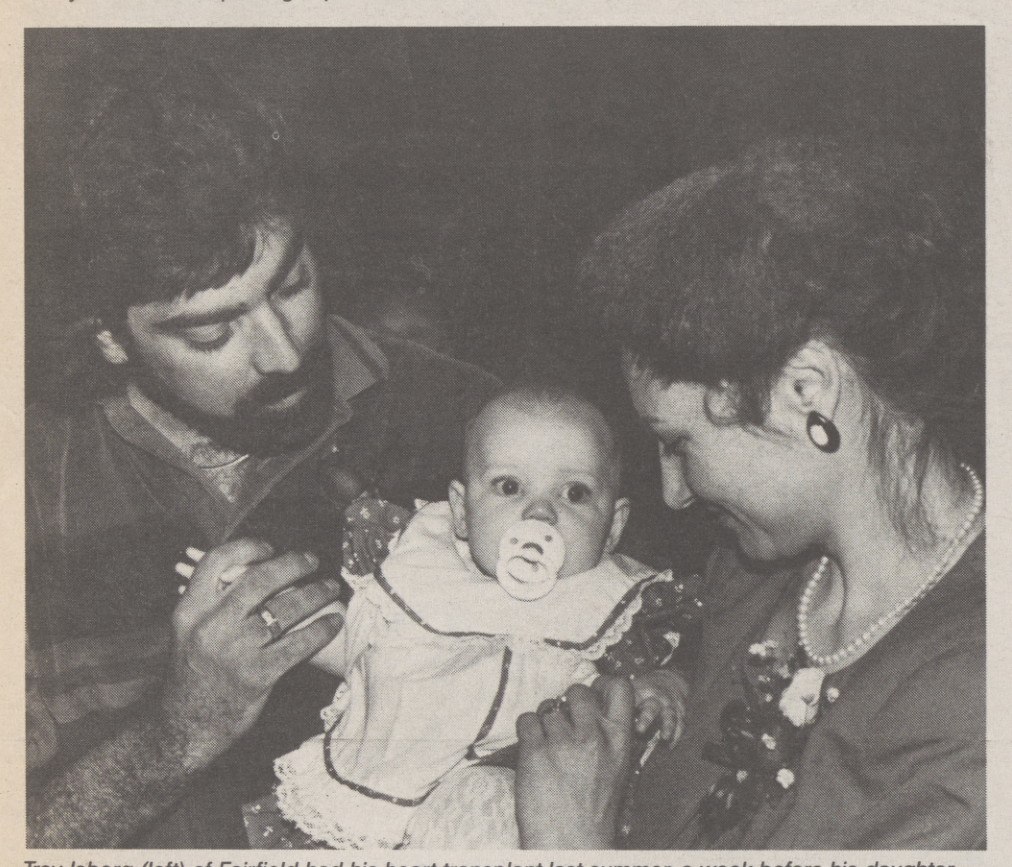
UCSF Medsounds

No More Broken Hearts

When it comes to affairs of the heart, this Valentine's Day featured a fine one: The UCSF Heart Transplant Service celebrated its first anniversary with a party for the 10 patients who have received transplants through the service this past year. They were joined by family, friends, and many of the UCSF staff members who played parts in bringing these people their new hearts.

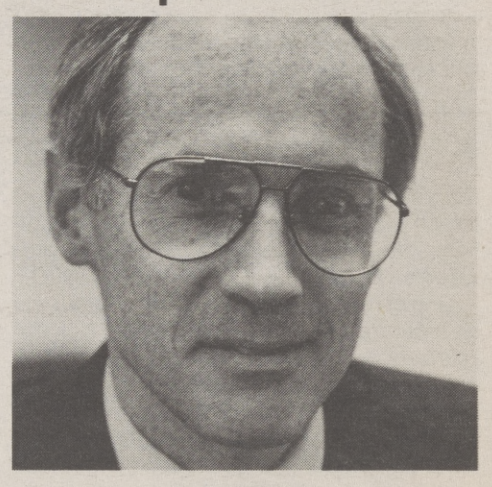
Of course, cameras were clicking throughout the party, and many photographic memories were produced. Let us take this opportunity to offer a couple of glimpses, as well as to introduce you to a new director and a new coordinator of the Heart Transplant Service.

The last time Carlos Lowe (in the photo to the right) appeared in Medsounds, *he was eating in that picture, too. It was a big lobster dinner, if you remember. That was a year ago, and Carlos, who lives in Stockton, was celebrating his status as the first patient in our heart transplant program. Here he is at the first anniversary party, feeling fine and still celebrating his #1 status. With Carlos Lowe is Cardiology's Cindy Klinski.*



Troy Isberg (left) of Fairfield had his heart transplant last summer, a week before his daughter Tara was born. At age 27, Troy is the youngest patient to date to undergo a heart transplant at UCSF. With Troy and Tara is Teresa De Marco, associate director of the program.

Fraser Keith, New Heart Transplant Chief



Frazer M. Keith was recruited by the late Donald Magilligan to head the UCSF Cardiac Transplant Program. Magilligan, who established and directed the UCSF program, died last November of cancer.

Keith and Magilligan first worked together at Henry Ford Hospital in Detroit, where in 1985 they helped initiate a highly successful heart transplant program. When Magilligan came to UCSF in the fall of 1988, Keith continued the Henry Ford program. By August of 1989, more than 90 transplants had been performed through the Henry Ford program.

A native of Montreal, Keith received his MD from Queen's University in Kingston, Ontario, and completed residencies in general surgery at Queen's University Hospital and cardiovascular and thoracic surgery at McGill University Hospital in Montreal. Prior to his appointment at Henry Ford Hospital in 1985, he completed a cardiovascular fellowship at Toronto General Hospital and received further specialty training in cardiac transplantation at University Hospital in London, Ontario.

He and Magilligan frequently collaborated on research, including looking at effective immunosuppression for cardiac transplantation and prevention of post-operative kidney failure following cardiac transplant. Keith's major research interest is long-term follow-up of transplant patients, which he will continue at UCSF.

Celia Rifkin, New Heart Coordinator

Celia Rifkin, formerly a clinical nurse III in the Coronary Care Unit, has been promoted to CNIV as the new coordinator for the Heart Transplant Service. As coordinator, she's involved in the transplant process from beginning to end: She sees patients prior to a transplant and participates in the evaluation process. She stays in close touch while the patient is waiting for the heart. When a donor heart becomes available, she's the one who gets the call and makes arrangements for the doctor to retrieve the heart and the patient to get to the hospital and prepare for surgery. Then she follows patients through their hospital stay and then on an outpatient basis after their departure.

All the transplant services have coordinators. The liver and kidney services have several, as a matter of fact, because of the size of the programs. For the heart program, Celia is the one and only—for now, anyway. Remember, the program just marked its first year. Stay tuned for future growth reports.

Gilda Alas, New Pancreas Coordinator

If you remember from an earlier issue of *Medsounds*, the Kidney Transplant Service recently marked its own major milestone—the 25th anniversary of the program at UCSF. At a symposium held in honor of the anniversary, a new pancreas transplant program headed by Juliet Melzer was announced.

Now meet the new coordinator, Gilda Alas. Gilda has made the papers before—as a recent winner of the Nursing Department's Sophie Robinson Award, and for her various activities on the Kidney Transplant Unit, where she was a clinical nurse for seven years prior to her new position.

All the transplants performed by the new program are combined pancreas/kidney transplants. If the patients are receiving a kidney only, they fall under the jurisdiction of the Kidney Transplant Service coordinators Pamela Shralla, Janine Sabatte-Caspillo, Holly Hei, Pam Orlandi and Anna Marie Torres. The combined procedures are Gilda's territory.

So far, two pancreas/kidney transplants have been performed through the new program. But they have four patients ready to go as soon as the organs become available, says Gilda. And they have 15 others being evaluated.

Who Says Kids Don't Like Liver

Two weeks before the heart transplant party, the UCSF Liver Transplant Service marked its second anniversary with a reunion of patients young and old. At the party, a TV reporter asked 7-year-old Davide Pio of El Sobrante (center) if he was happy about his new liver. "Oh yes," he said. "Before I got it my eyes were yellow and all the kids made fun of me." Davide's colleagues are 2½-year-old Michelle Berndt (left) of Sacramento, another liver recipient; and Lisa Duca, the daughter of Surgery's Rob Duca. In two years' time, chief Nancy Ascher and the liver transplant team have performed more than 130 procedures, including 14 on children.